NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P5B-A26-AIX-SUM
Military Personnel Transition Processing (TRANSPROC)
Software User Manual (SUM)
01 December 1999

This updated manual--

??   Replaces all previous versions of Software User Manual (SUM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.

??   Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process."

??   Provides information needed to use the system effectively.

??   Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.

??   Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Users may also use it as cover sheet to a marked up copy of the TRANSPROC SUM.

??   Be advised that changes would be subject to approval by the appropriate subject area functional proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to the menu numbers in Figure 3.4-1, TRANSPROC Hierarchy Diagram.

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TABLE OF FIGURES

1   SCOPE

1.1   IDENTIFICATION.

The following is a full identification of the Military Personnel Transition Processing (TRANSPROC):

   a.   Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P5B.

   b.   System Identification Code (SIC) identifies the software tool methodology that the application is developed: A26.

   c.   Title and Abbreviation: Military Personnel Transition Processing (TRANSPROC)

   d.   Previously fielded Release/Version Number: 10.04/10.00.

   e.   Software Change Package (SCP) Release/Version number being developed/ fielded: P5B-A26-11-02.

1.2   SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications, (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

TRANSPROC is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Data Base (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

   ??   Application-specific support to meet the information needs of installation functional activities and tenant units;

   ??   Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and

   ??   Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the TRANSPROC ISM is to support the personnel portion of demobilization and may be utilized to perform the peacetime (garrison) Military Personnel (MILPER) functions supporting Separation Processing, (Transition and Retirement), Documents, Orders, SIDPERS Transactions, and Reports. It facilitates the preparation and administrative handling of records, forms, memos and orders; required forms have been automated. These administrative files are maintained on the Installation Level Integrated Database (ILIDB) or the application's local database. Printed copies of DD Form 214, DA Form 664, separation memos and orders are produced as output.

1.2.1   Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

a.   <u>ISM Functional Proponent</u>. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (DISC4).

b.   <u>Application Sponsor</u>. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).

c.   <u>ISM/MISM FP</u>. The ISM/MISM FP is the Director of Information Systems for Command, Control, Communications, and Computers (DISC4).

d.   <u>Assigned Responsible Agency (ARA)</u>. The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Software Center (ISSC).

e.   <u>Point of Contact</u>.

Organization:	U.S. Army Information Systems Software Center - (USAISSC) ATTN: AMSEL-IES, Stop H-6, 6000, 6th St., Suite S122A, Ft. Belvoir, VA 22060-5576
Point of Contact:	Joanne Pinheiro
Commercial Phone:	(703) 806-4244
DSN:	365-4244

1.3   DOCUMENT OVERVIEW.

The purpose of this TRANSPROC SUM is to provide the software user with the information necessary to use the system effectively. This manual also provides instructions on how to operate a Personal Computer workstation. For information about functional and system administration, refer to U.S. Army, AISM 25-P5B-A26-AIX-SCOM, "TRANSPROC Software Center Operator Manual (SCOM)."

1.3.1   Security.

TRANSPROC does not store or process classified data. TRANSPROC data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)," 01 May 1996. This data is For Official Use Only (FOUO), and prohibits unauthorized disclosure.

a.   <u>Authorization</u>. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to TRANSPROC.

b.   <u>Disclosure</u>. You must not disclose any personal information contained in TRANSPROC except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using TRANSPROC.

The following guidance helps users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view TRANSPROC data. The System Administrator (SA) administrates the system access using a combination of login name, password, and access permissions. Only individuals to whom login names and passwords were specifically assigned by the SA shall use them.

    a.   <u>Screens</u>. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.

    b.   <u>Accuracy</u>. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

    a.   <u>Documents</u>. Prevent unauthorized individuals from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

    b.   <u>Electronic Media</u>. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3 Documentation Conventions.

1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	**MEANING**
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
"message"	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
"text"	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number

followed by <Enter>. Figure 3.4-1 shows the hierarchy of all TRANSPROC menu items. Use this hierarchy of menu item numbers to specify the *menu path.* The menu path for "Add/Change TRANSPROC User" is as follows:

```
Master Menu
+ - - 7. TRANSPROC Initialization/Administration Menu
¦        + - - 1. Security Administration Menu
¦        ¦        + - - 1. Add/Change TRANSPROC User
```

"Use Procedure 7,1,1 (Add/Change TRANSPROC User)" means to select each menu in order, starting from the "Master Menu." Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2   REFERENCED DOCUMENTS

2.1   PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SUM.

a.   Project Request.

     (1)   U.S. Army AISM 25-P5B-A26-OSE-FD, "TRANSPROC Functional Description (FD)," 17 December 1993, UNCLAS.

     (2)   Memorandum of Agreement (MOA) between PERSCOM, Deputy Commanding General (DCG), Information Management (IM) and Program Executive Officer-Standard Army Management Information Systems (PEO STAMIS) (May 1990), established Separation Processing (SEPPROC) and Transition Processing (TRANSPROC) as part of the (Standard Installation/ Division Personnel System-3 (SIDPERS-3) Functional Baseline (FBL).

     (3)   Memorandum for Record (MFR), ISM and SIDPERS Work Categories (April 1990) transferred some SIDPERS functions to the ISM program.

     (4)   Memorandum for HQDA, CSDS-CS, (February 1991), approved TRANS PROC as an ISM.

b.   Previously Developed Technical Documentation Relating to this Project.

     (1)   FD for Transition Point Processing, SIDPERS-3 process attributes.

     (2)   SAIS-PP Memorandum, Subject: Installation Support Module (ISM) Meeting, 15 March 1990, dated 26 March 1990.

     (3)   SFFM-CA-FD Memorandum, Subject: Letter of Instruction (LOI) for Integration of Information Systems Requirements, Costing, Programming, Budgeting, and Execution, dated 6 January 1988.

c.   Documentation Concerning Related Projects.

     (1)   ISM Functional Description (FD) Project Summary, Directorate of Management (DM), Office of the Chief of Staff, Army (OCSA), dated 15 April 1992.

     (2)   Rapid Development Plan, DM, OCSA, dated 11 December 1990.

     (3)   TRANSPROC FD, DM, OCSA, dated 24 June 1991.

     (4)   Out-Processing (OUTPROC) FD, DM, OCSA, dated 30 August 1991.

c.   ISM Nomination and Approval Documentation. Memorandum for HQDA, CSDS-CS (February 1991) approved SEPPROC and TRANSPROC as ISM.

d.   DOD/Army Regulations, Pamphlets, Instructions, etc.:

     (1)   MIL-STD-498   Military Standard - Software Development and Documentation

     (2)   AR 25-3   Army Life Cycle Management of Information Systems.

(3)	AR 25-9	Army Life Data Management and Standards Program
(4)	AR 25-50	Preparing and Managing Correspondence
(5)	AR 25-400-2	The Modern Army Record Keeping System (MARKS)
(6)	AR 37-26	Accounting and Reporting for Travel and Transportation Furnished by Military Airlift Command (MAC)
(7)	AR 37-106	Finance and Accounting for Installations; Travel and Transportation
(8)	AR 55-46	Travel of Dependents and Accompanied Military and Civilian Personnel To, From, and Between Over-seas Areas
(9)	AR 55-71	Transportation of Personal Property and Related Services
(10)	AR 135-32	Retention in an Active Status Subsequent to Qualifications for Retired Pay
(11)	AR 135-91	Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures
(12)	AR 135-100	Appointment of Commissioned and Warrant Officers of the Army
(13)	AR 135-101	Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches
(14)	AR 135-156	General Officer Assignments, Promotions, Retention In and Removal From an Active Status
(15)	AR 135-175	Separation of Officers
(16)	AR 135-178	Separation of Enlisted Personnel
(17)	AR 135-180	Qualifying Service for Retired Pay Non-regular Service
(18)	AR 135-205	Enlisted Personnel Management
(19)	AR 310-10	Military Orders
(20)	AR 600-8	Military Personnel Operations
(21)	AR 600-8-7	Retirement Services Program
(22)	AR 600-8-11	Reassignment
(23)	AR 600-43	Conscientious Objection
(24)	AR 604-10	Military Personnel Security Program
(25)	AR 635-5	Personnel Separations, Separation Documents

(26)	AR 635-5-1	Separation Program Designator *(For Official Use Only (FOUO))*
(27)	AR 635-10	Processing Personnel for Separation
(28)	AR 635-40	Physical Evaluation for Retention, Retirement, or Separation
(29)	AR 635-100	Officer Separations
(30)	AR 635-120	Personnel Separations Officer, Resignations, and Discharges
(31)	AR 635-200	Enlisted Separations
(32)	DA PAM 600-8-101	SIDPERS Battalion S1 Level Procedures
(33)	DA PAM 600-8-11	Military Personnel Office Separation Procedures Processing
(34)	AR 600-8-101	"Personnel Processing (In-and-Out Mobilization Processing)," UNCLAS.
(35)	AR 600-63	"Army Health Promotion," UNCLAS.
(36)	AR 608-1	"Army Community," UNCLAS.
(37)	AR 612-2	"Preparation for Overseas Movement," UNCLAS.
(38)	DODI 1336.1	Subject: Certificate of Release or Discharge from Active Duty (DD Form 214 /5 Series) dated 06 January 1989.
(39)	Title 37 U.S. Code (USC) 101	Military Pay, Allowances, and Entitlement Manual

d. ISM References. Directorate of Management Office (DMO), Office of the Chief of Staff, Army (OCSA), ISM Project Summary FD, dated 15 April 1992 and the ISM FD (Draft) dated December 1993.

e. Hardware Documentation.

    (1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.

    (2) IBM Adapters, Devices, and Cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.

    (3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.

    (4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

f. Software Documentation.

    (1) MS-DOS User's Guide and Reference, Version 5.0/6.22.

    (2) AIX Version 4.2 Quick Installation and Startup Guide.

    (3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.

    (4) AIX Version 4 2 Getting Started - Part No.GC23-2521.

    (5) AIX Version 4.2 System User's Guide: Operating System and Devices.

(6)   AIX Version 4.2 System Management Guide: Operating System and Devices.

(7)   AIX Version 4.2 Network Installation Management Guide and Reference.

(8)   AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.

(9)   Oracle7^{TM} for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.

(10)   Oracle7^{TM} SQL*Plus User's Guide and Reference, Version 3.1

(11)   Oracle7^{TM} Server SQL Language Reference Manual, Part Number 778-70-1292.

(12)   "A Technical Introduction to the Oracle Server" in the "Oracle7 Server Concepts Manual."

2.2   TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes TRANSPROC, including its background, functions performed by the application communication techniques used, and interfaces to other systems and organizations.

TRANSPROC is a multi-user, interactive, menu-driven, database system for storing and retrieving following basic functions: creation of administrative files, soldier data input, and output.

- a. <u>Creation of Administrative Files:</u> This function establishes printer configuration and customizes installation level files (letterhead, distribution list, signature block, and processing station identification). The printer configuration file identifies printer destination and name for the output. The data in the letterhead, distribution list, and signature block files support separation correspondence and orders output. The processing station identification file allows an installation to establish required stations that a soldier out-processes prior to separation. This data input is done by the System Administrator (SA), (Directorate of Information Management (DOIM)).

- b. <u>Soldier Data Input:</u> You input data concerning the soldier through a series of 4 screens. Data input is performed at either the demobilization point or the transition point. The data are used to create the output referred to in paragraph 3.2.1 and 3.2.4.

- c. <u>Output:</u> You select the output (forms, correspondence, or orders) required for the soldier's separation. Data output is printed at the demobilization point or the transition point. All data created earlier supports the output.

This ISM obtains timely and accurate information from the Installation Level Integrated Database (ILIDB) - a database of shared information common to other ISM. ILIDB-obtained information is verified and, if necessary, updated through TRANSPROC. Information needed for TRANSPROC that is not part of the ILIDB is manually entered.

3.2 SOFTWARE INVENTORY

The names, types, and descriptions of the TRANSPROC programs (software units) are listed below. The type column consists of: S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Structured Query Language (SQL) programs (without ETI), A for ADA and C for C programs (without ESQL). See Figure 3.4-1, TRANSPROC Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. TRANSPROC Software Units			
File Name	**File Type**	**Run By**	**Description**
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM
.strtusrISM	S	.setupISM	Set ISM environmental variables
DA31_info_prg	E	info_prg	Input/Update info for DA 31 Form
act_duty_prg	E	transprc_prg	Process Reserve/National Guard Soldiers
address_prg	E	info_prg	Input/Update Soldier Addresses
adhoc_prg	E	transprc_prg	Runs Ad Hoc Query Main Menu
admin_prg	E	transprc_prg	Administration of TRANSPROC application
blank_prg	E	transprc_prg	Print Blank forms

Table 3.2.1. TRANSPROC Software Units			
File Name	**File Type**	**Run By**	**Description**
custom_prg	E	admin_prg	Customize Orders Information
dd214_prg	E	info_prg	Input/Update Info and print Soldier's DD214 and Worksheet
delete_prg	E	ord_prg	Delete Orders Information
dispostn_prg	E	info_prg	Perform Records Disposition
docs_prg	E	transprc_prg	Print DD 214, DD 2656, DA 2339, DA 31, DA 1506 Functions
ecps_prg	E	transprc_prg	Create/Transmit DA Form 5005-R
font_prg	E	admin_prg	Download fonts to Network printers
info_prg	E	transprc_prg	Process Separation/Retirements
log_prg	E	ord_prg	Log Orders Processing
ord_prg	E	transprc_prg	Create/Edit Orders
query_prg	E	ord_prg	Query Processed Orders
report_prg	E	transprc_prg	Prepare/Print Management Reports
reprint_prg	E	admin_prg	Reprint Archived Soldier Forms
retire_app_prg	E	info_prg	Input/Update Info for DA2339
retire_pay_prg	E	info_prg	Input/Update Info for Retired Pay
sep_custom_prg	E	admin_prg	Customize TRANSPROC Information
serwks_prg	E	info_prg, dd214_prg	Input/Update Soldier Service Time
sold_info_prg	E	info_prg	Input/Update Soldier Information
transprc_prg	E	.setupISM	Master Menu, Peacetime Menu and Archiving Functions

3.2.1   Information Inventory.

3.2.2   Resource Inventory.

Since the software units in the TRANSPROC ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the TRANSPROC ISM Software Product Specifications (SPS) manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of TRANSPROC ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the TRANSPROC ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The TRANSPROC database contains much of the information referenced, created and updated by the TRANSPROC ISM.   TRANSPROC requires this in order to operate.   The ILIDB contains information that is referenced by the TRANSPROC ISM. TRANSPROC cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1 DBMS Files.

The database tables referenced or updated by TRANSPROC are listed in Table 3.2.2 below in alphabetical order. The Subject Area Database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. TRANSPROC Database Tables			
Database	**Table**	**Database**	**Table**
transprc	act_duty	transprc	act_duty_rmk
transprc	act_duty_rtg	transprc	adhoc_svdet
transprc	adhoc_svqry	transprc	adhoc_tbl
transprc	archive_log	transprc	asi_title_lookup
transprc	auth_tbl	transprc	award_badge_lookup
transprc	char_svc_lookup	transprc	da1811
transprc	da2339_addr	transprc	da2339_canned_rmk
transprc	da2339_rem_attr	transprc	da2339_rmk_tx
transprc	da31	transprc	da31_lv
transprc	dd214_log	transprc	dd214_rem_attr
transprc	dd214_rmk_tx	transprc	dis_lst_tbl
transprc	disab_notify	transprc	draft_data
transprc	dras_91_info	transprc	dras_log
transprc	dras_triggers	transprc	ecps_tbl
transprc	foreign_unit	transprc	form_vers_tbl
transprc	fv_distribution	transprc	fv_instructions
transprc	fv_signature	transprc	highest_grade
transprc	hist_occ_spec	transprc	ind_assoc_mar
transprc	ind_brief_dt	transprc	ind_miss_cd
transprc	ind_ssn	transprc	ind_tele_sys
transprc	instructions_tbl	transprc	last_duty_asgt
transprc	let_ord_tbl	transprc	max_id
transprc	menu_tbl	transprc	mil_ed_info
transprc	mos_aoc_title_lkup	transprc	near_relative
transprc	non_chrg_time_lost	transprc	oconus_svc_oblig
transprc	order_number_tbl	transprc	other_comp
transprc	printer	transprc	printer-default
transprc	query_tbl	transprc	rank_lookup
transprc	records_purge	transprc	reentry_cd_lookup
transprc	res_on_act_duty	transprc	ret_appl

Database	Table	Database	Table
**Table 3.2.2. TRANSPROC Database Tables**			
transprc	ret_pay	transprc	ret_pay_add
transprc	ret_payment	transprc	rso_addr
transprc	sadb_ind_assoc	transprc	sbp
transprc	sea_svc	transprc	security
transprc	sep_auth	transprc	sep_station
transprc	sepp_statistics	transprc	service_forsea
transprc	service_schools	transprc	service_time
transprc	shipment_contents	transprc	shipment_names
transprc	shipments	transprc	sig_blk
transprc	sigblock_tbl	transprc	signatures
transprc	smr_ath_fed_stt	transprc	sol_rp_fed_stt
transprc	spd_log	transprc	st_addr
transprc	svc_obligations	transprc	svc_prior
transprc	svc_verf_lookup	transprc	svc_verification
transprc	trans_act_lookup	transprc	transfer_activity
transprc	transition	transprc	uid_214_lstdty_uic
transprc	uid_act_duty	transprc	uid_act_duty_rmk
transprc	uid_act_duty_rtg	transprc	uid_da1506_addr
transprc	uid_da2339_addr	transprc	uid_da2339_rmk_tx
transprc	uid_da31	transprc	uid_dd214_lst_crse
transprc	uid_doc_print	transprc	uid_last_ship_num
transprc	uid_shipment_auth	transprc	uid_shipments
transprc	witness_sigblk		

The tables in ILIDB referenced by TRANSPROC are listed in Table 3.2.3 below. You can find details about these tables in the ILIDB Database Design Description (DBDD) manual.

Database	Table	Database	Table
**Table 3.2.3. ILIDB Database Tables**			
ilidb	i_civilian	ilidb	i_cmd_cd_lookup

Table 3.2.3. ILIDB Database Tables			
Database	**Table**	**Database**	**Table**
ilidb	i_cmsnd_occ_spec	ilidb	i_cmsnd_off
ilidb	i_co_aoc_lookup	ilidb	i_co_aoc_master
ilidb	i_enl_mos_lookup	ilidb	i_enl_mos_master
ilidb	i_enc_occ_spec	ilidb	i_enlisted
ilidb	i_id_bad_awards	ilidb	i_ind_address
ilidb	i_ind_appt	ilidb	i_ind_assoc
ilidb	i_ind_assoc_addr	ilidb	i_ind_mil_educ
ilidb	i_ind_pers_test	ilidb	i_ind_phone
ilidb	i_individual	ilidb	i_mil_decn_awards
ilidb	i_mil_educ_clss	ilidb	i_mil_forn_awards
ilidb	i_mil_pers	ilidb	i_mil_pers_asg
ilidb	i_mil_separation	ilidb	i_mil_sfpa
ilidb	i_mil_svc_awards	ilidb	i_nonml_dec_awards
ilidb	i_org_strength	ilidb	i_oversea_asg
ilidb	i_pers_test	ilidb	i_sgli
ilidb	i_soldier_lost_time	ilidb	i_sp_skl_bg_awards
ilidb	i_sponsored_dep	ilidb	i_unit
ilidb	i_unit_auth_str	ilidb	i_unit_awards
ilidb	i_unit_phone	ilidb	i_update_hold
ilidb	i_warr_off	ilidb	i_wo_mos_lookup
ilidb	i_wo_mos_master	ilidb	i_wo_occ_spec
ilidb	i_workcntr_appt	ilidb	i_workcntr_doc
ilidb	i_workcntr_gen_inf	ilidb	i_workcntr_quest
ilidb	i_workcntr_skel	ilidb	

3.2.2.2   Permanent Files.

There are more than 1000 permanent files in the TRANSPROC run-time module. The names and locations of the permanent files referenced created, or updated by TRANSPROC are included in the TRANSPROC Software Product Specifications (SPS) manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides.

Most of the files in the TRANSPROC run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	**TYPE/CONTENTS OF FILE**

txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable "shell" commands
sql	SQL statements

The files contained in the "transprc.exp" subdirectory are not needed at run time. They contain an export of the TRANSPROC database that is used optionally to load the database during TRANSPROC installation. The "transprc.sql" file contains an SQL script that may be read by the "dbimport" command.

3.2.3 Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "transprc" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3 SOFTWARE ENVIRONMENT.

The TRANSPROC ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute TRANSPROC, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the TRANSPROC application.

3.3.1 Hardware Required.

Hardware configurations required to support TRANSPROC include:

      a.   Computer. IBM RISC 6000 System - Model 7012-300 series.

      b.   Local Computer Workstation. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.

      c.   Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2 Software Required.

The software required, to run, TRANSPROC ISM includes:

      a.   Operating System (OS). AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.

      b.   RDBMS. ANSI SQL-compliant relational database management system (such as Oracle7^{TM} for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.

      c.   ISM Application. This is the TRANSPROC application software used in host mode.

      d.   Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode

software utilities.

e. Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.3 Database/Data Bank Characteristics.

TRANSPROC is designed using a RDBMS that will:

a. Allow installation-unique tables and attributes.

b. Provide integration with other portions of the installation, central data repository previously developed.

c. Use data elements standardized IAW AR 25-9.

The data elements used for TRANSPROC are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for TRANSPROC are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Data Base Design Description (DBDD) Manual.

3.3.4 Major Application Components.

TRANSPROC contains the following major components:

a. Logical Parts of the System. TRANSPROC consists of three input modules (soldier in-processing module, clinic module, and maintenance module) and one output module (query management system for queries and reports).

b. Communication Paths and Techniques. The ITP structure, which consists of the following, supports ISM communications:

(1) Host computers located at the Installation sites.

(2) Communications hardware and software to support local and long-haul connectivity.

(3) User workstations located at Army installations.

(4) Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided either by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

TRANSPROC communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

        Settings:
        Terminal Type   : VT100
        Duplex   : FULL
        Line Wrap   : OFF
        Scroll   : ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*."

        Port   : COM1*
        Baud rate   : 2400*
        Parity   : SPACE*
        Data Bits   : 7
        Stop Bits   : 1

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings.

The software required for the AT is:

        DOS 5.0/6.0   Operating System
        SMC/pkt8000.com   packet driver
        TELBIN.EXE   CUTCP/CUTE program (NCSA Telnet)
        netstart.bat   described below
        telnet.bat   described below
        config.tel   configuration file

vtpc-c.tbl   keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/ pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with "*" should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

```
myname=myname              # PC's LAN name; unique to LAN
myip=192.108.181.200       # PC IP address; unique to LAN

name=default
keymap= "VTPC-C.tbl"       # sets default keymap

name=ISMHOST               # ISM host's LAN name
hostip=192.108.181.72      # ISM host's IP address
```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument.

Digital cellular communication is used where data links are critical.

b.   Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.

c.   Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.

d.   Better Utilization of Staff. Administrative burdens are reduced, by automating data collection and report generating functions. In some instances, manual tasks are

eliminated entirely.

    e.   <u>Timeliness</u>.   On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.

    f.   <u>Management Oversight</u>. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.

    g.   <u>Graphics</u>. Graphics are used to summarize statistical data (i.e., pie charts, bar charts).

3.3.5   System Interfaces.

TRANSPROC application will directly interface with the ILIDB, STAMIS, ISM, and other stovepipe systems such as Standard Installation/Division Personnel System (SIDPERS). These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The TRANSPROC will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits "upload/download" of data from STAMIS to the shared data file and to TRANSPROC data tables. Use of any existing network gateway may be considered until hardware and software supporting an open system environment (OSE) is installed.

3.4   SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

TRANSPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Data Base Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the Oracle DBMS and the UNIX tool set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise TRANSPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. TRANSPROC is written in ADA. Refer to Section 3.2, Software Inventory for details.

The TRANSPROC programs communicate by shared access to the "transprc" database. The database tables accessible by TRANSPROC are listed in Section 3.2.2.1. TRANSPROC also references various tables in the ILIDB. The TRANSPROC Data Base Design Specification (DBDD) manual (AISM 25-P5B-A26-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the TRANSPROC user.

~~Menu or Screen Name~~   ~~Executable~~
```
Master Menu                                                                          ==>  transprc_prg
+ – – 1. =Peacetime Menu                                                             ==>  transprc_prg
        + – – 1. =Separation Processing Menu                                         ==>  info_prg
                + – – 1.  Transition Menu
                        + – – 1. =Soldier Information                                ==> sold_info_prg
                        + – – 2. =DD Form 214 Information                            ==> dd214_prg
                                + – – 1.  DD Form 214 Specific Information
                                + – – 2.  MOS Information
                                + – – 3. =Service Time Worksheet                     ==> serwks_prg
                                + – – 4.  Badges & Tabs, Awards & Decorations
                                + – – 5.  Military Education Information
                                + – – 6.  DD Form 214 Remarks Information
                                + – – 7.  Print DD Form 214 or Worksheet
                                        + – – 1. =Print DD Form 214                  ==> docs_prg
                                        + – – 2.  Print Worksheet
                                        + – – 3.  Print Blank Worksheet
                                        + – – 99.  Return to Master Menu

                                + – – 99.  Return to Master Menu

                        + – – 3. =Service Time Worksheet                             ==> serwks_prg
                        + – – 4. =DA Form 31 Information                             ==> DA31_info_prg
                        + – – 5. =Soldier Address Information                        ==> address_prg
                                + – – 1.  Correspondence Address
                                + – – 2.  Current Address
                                + – – 3.  Home Of Record Address
                                + – – 4.  Nearest Relative Address
                                + – – 5.  Residence Address
                                + – – 6.  Separation/Retirement Address
                                + – – 7.  Transition Leave Address
                                + – – 99.  Return to Master Menu

                        + – – 6.  Transition Information
                        + – – 7.  ASVAB/PULHES Information
                        + – – 8.  Batch Update Pre-Separation Briefing Attendance
                        + – – 9. =Disposition of Records (DA Form 200)               ==> dispostn_prg
                                + – – 1.  Prepare Transmittal
                                + – – 2.  Print Mailing Labels Menu
                                        + – – 1.  Print Mailing Labels for Shipment
                                        + – – 2.  Batch Print Mailing Labels for Shipment
                                        + – – 3.  Print Mailing Labels for Soldier – List
                                        + – – 4.  Print Mailing Labels for Soldier – Query
                                        + – – 5.  Print Free-Form Mailing Labels
                                        + – – 99.  Return to Master Menu

                                + – – 3.  Query/Retrieve Soldier Shipment Record
                                + – – 4.  Query/Modify Transmittal Information
                                + – – 5.  Report of Records Not Sent
                                + – – 6. =Print Blank DA Form 200                    ==> blank_prg
                                + – – 99.  Return to Master Menu

                        + – – 99.  Return to Master Menu

                + – – 2.  Retirement Menu
                        + – – 1.  Soldier Information
                        + – – 2. =Service Time Worksheet                            ==> serwks_prg
                        + – – 3. =Retirement Application Information                 ==> retire_app_prg
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram

~~Menu or Screen Name~~   ~~Executable~~
```
M       1       1       2
                        + – – 4.  Retired Pay Addendum Information
                        + – – 5. =Retired Pay Information                            ==> retire_pay_prg
                        + – – 6.  SBP Information Menu
```
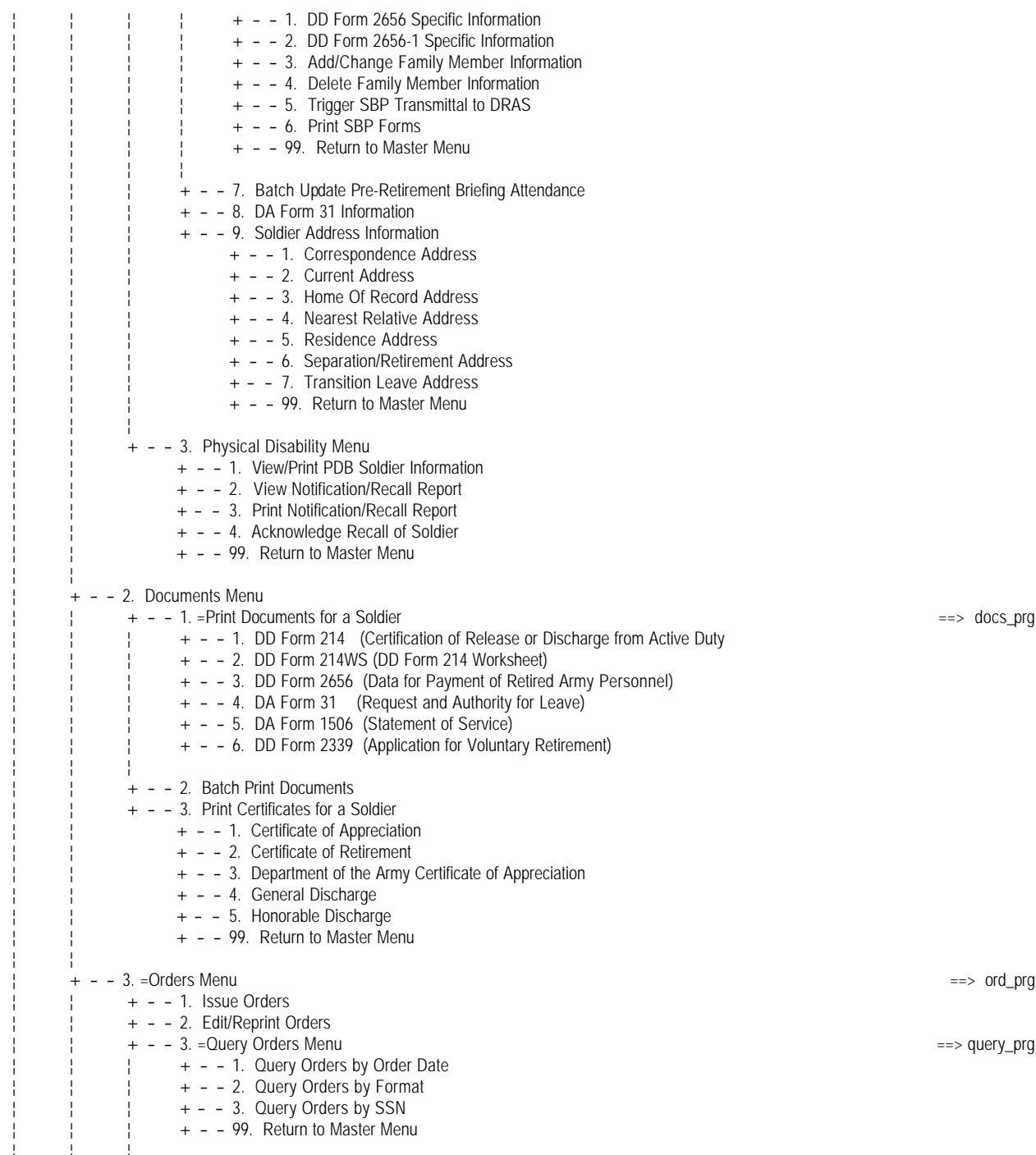
```
│    │    │    │    + - - 1.  DD Form 2656 Specific Information
│    │    │    │    + - - 2.  DD Form 2656-1 Specific Information
│    │    │    │    + - - 3.  Add/Change Family Member Information
│    │    │    │    + - - 4.  Delete Family Member Information
│    │    │    │    + - - 5.  Trigger SBP Transmittal to DRAS
│    │    │    │    + - - 6.  Print SBP Forms
│    │    │    │    + - - 99.  Return to Master Menu
│    │    │    │
│    │    │    + - - 7.  Batch Update Pre-Retirement Briefing Attendance
│    │    │    + - - 8.  DA Form 31 Information
│    │    │    + - - 9.  Soldier Address Information
│    │    │         + - - 1.  Correspondence Address
│    │    │         + - - 2.  Current Address
│    │    │         + - - 3.  Home Of Record Address
│    │    │         + - - 4.  Nearest Relative Address
│    │    │         + - - 5.  Residence Address
│    │    │         + - - 6.  Separation/Retirement Address
│    │    │         + - - 7.  Transition Leave Address
│    │    │         + - - 99.  Return to Master Menu
│    │    │
│    │    + - - 3.  Physical Disability Menu
│    │         + - - 1.  View/Print PDB Soldier Information
│    │         + - - 2.  View Notification/Recall Report
│    │         + - - 3.  Print Notification/Recall Report
│    │         + - - 4.  Acknowledge Recall of Soldier
│    │         + - - 99.  Return to Master Menu
│    │
│    + - - 2.  Documents Menu
│    │    + - - 1. =Print Documents for a Soldier                              ==> docs_prg
│    │    │    + - - 1.  DD Form 214   (Certification of Release or Discharge from Active Duty
│    │    │    + - - 2.  DD Form 214WS (DD Form 214 Worksheet)
│    │    │    + - - 3.  DD Form 2656  (Data for Payment of Retired Army Personnel)
│    │    │    + - - 4.  DA Form 31    (Request and Authority for Leave)
│    │    │    + - - 5.  DA Form 1506  (Statement of Service)
│    │    │    + - - 6.  DD Form 2339  (Application for Voluntary Retirement)
│    │    │
│    │    + - - 2.  Batch Print Documents
│    │    + - - 3.  Print Certificates for a Soldier
│    │         + - - 1.  Certificate of Appreciation
│    │         + - - 2.  Certificate of Retirement
│    │         + - - 3.  Department of the Army Certificate of Appreciation
│    │         + - - 4.  General Discharge
│    │         + - - 5.  Honorable Discharge
│    │         + - - 99.  Return to Master Menu
│    │
│    + - - 3. =Orders Menu                                                     ==> ord_prg
│    │    + - - 1.  Issue Orders
│    │    + - - 2.  Edit/Reprint Orders
│    │    + - - 3. =Query Orders Menu                                          ==> query_prg
│    │    │    + - - 1.  Query Orders by Order Date
│    │    │    + - - 2.  Query Orders by Format
│    │    │    + - - 3.  Query Orders by SSN
│    │    │    + - - 99.  Return to Master Menu
│    │    │
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram – *Continued*

```
Menu or Screen Name
M        1        3
│        │        │
│        │        + - - 4. =Orders Log                                        ==> log_prg
│        │        + - - 5. =Delete Orders                                     ==> delete_prg
│        │        + - - 6. =Soldier Information                               ==>
│        │        + - - 99.  Return to Master Menu
│        │
│        + - - 4.  SIDPERS Transaction Menu
│        + - - 5.  Telnet DRAS Session
```

```
¦      + - - 6. =Reports Menu                                              ==> report_prg
¦      ¦      + - - 1. ETS/ESA Loss Report
¦      ¦      + - - 2. SBP Election Report
¦      ¦      + - - 3. Finance Confirmation Report
¦      ¦      + - - 4. Pre-Separate/Pre-Retire Briefing Report
¦      ¦      + - - 5. Transition Statistics Report
¦      ¦      + - - 6. Tagged/Archived Soldier Information
¦      ¦      + - - 7. Transition Totals Report
¦      ¦      + - - 8. Early Retirement Eligibility Report
¦      ¦      + - - 99. Return to Master Menu
¦      ¦
¦      + - - 7. =Reserve/National Guard Active Duty Menu                   ==> act_duty_prg
¦      ¦      + - - 1. Active Duty Report Information
¦      ¦      + - - 2. Print Active Duty Report
¦      ¦      + - - 99. Return to Master Menu
¦      ¦
¦      + - - 8. =Ad Hoc Query Menu                                         ==> adhoc_prg
¦      ¦      + - - 1. Create a Basic Ad Hoc Query
¦      ¦      + - - 2. Create an Advanced Ad Hoc Query
¦      ¦      + - - 3. Change a Saved Ad Hoc Query
¦      ¦      + - - 4. Delete Ad Hoc Queries
¦      ¦      + - - 5. View/Print Saved Ad Hoc Query Results
¦      ¦      + - - 6. View Saved Ad Hoc Query Statements
¦      ¦      + - - 99. Return to Master Menu
¦
+ - - 2. *Transition to War Menu
+ - - 3. *Wartime Menu
+ - - 4. *Demobilization Menu
+ - - 5. +Customer Assistance Menu
¦      + - - 1. Telephonic
¦      + - - 2. *Message
¦      + - - 3. =Problem Report                                           ==> ecps_prg
¦      ¦      + - - 1. Add/Change Problem Report/ESP_S
¦      ¦      + - - 2. View Problem Report/ESP_S
¦      ¦      + - - 3. Delete Problem Report/ESP_S
¦      ¦      + - - 4. Submit Problem Report/ESP_S
¦      ¦
¦      + - - 4. ISM Data Sheet
¦
+ - - 6.+=Problem Reports/ECP-S Submission Menu                           ==> ecps_prg
¦      + - - 1. Add/Change Problem Report/ESP_S
¦      + - - 2. View Problem Report/ESP_S
¦      + - - 3. Delete Problem Report/ESP_S
¦      + - - 4. Submit Problem Report/ESP_S
¦
+ - - 7.=+TRANSPROC Initialization/Admin Menu                             ==> admin_prg
¦      + - - 1. Transition/Retirement Administration Menu
¦      ¦      + - - 1. =Customize Data Menu                                ==> sep_custom_prg
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram – *Continued*

```
Menu or Screen Name
M       7      1       1
¦       ¦      ¦       + - - 1. Badges, Tabs, Awards and Decorations Administration Menu
¦       ¦      ¦       ¦      + - - 1. Add/Change Badges, Tabs, Awards and Decorations
¦       ¦      ¦       ¦      + - - 2. Delete Badges, Tabs, Awards and Decorations
¦       ¦      ¦       ¦      + - - 99. Return to Master Menu
¦       ¦      ¦       ¦
¦       ¦      ¦       + - - 2. Character of Service Administration Menu
¦       ¦      ¦       ¦      + - - 1. Add/Change Character of Service
¦       ¦      ¦       ¦      + - - 2. Delete Character of Service
¦       ¦      ¦       ¦      + - - 99. Return to Master Menu
¦       ¦      ¦       ¦
¦       ¦      ¦       + - - 3. Historical MOS Code Administration Menu
¦       ¦      ¦       ¦      + - - 1. Add/Change Historical MOS Code
¦       ¦      ¦       ¦      + - - 2. Delete Historical MOS Code
¦       ¦      ¦       ¦      + - - 99. Return to Master Menu
```

```
¦   ¦   ¦   ¦
¦   ¦   ¦   + - - 4. MILPO Code Administration Menu
¦   ¦   ¦   ¦     + - - 1. Add MILPO Code
¦   ¦   ¦   ¦     + - - 2. Delete MILPO Code
¦   ¦   ¦   ¦     + - - 99. Return to Master Menu
¦   ¦   ¦   ¦
¦   ¦   ¦   + - - 5. Reentry Code Administration Menu
¦   ¦   ¦   ¦     + - - 1. Add Reentry Code
¦   ¦   ¦   ¦     + - - 2. Delete Reentry Code
¦   ¦   ¦   ¦     + - - 99. Return to Master Menu
¦   ¦   ¦   ¦
¦   ¦   ¦   + - - 6. Retirement Services Office Address
¦   ¦   ¦   + - - 7. Routing Addresses for Transmittals Administration Menu
¦   ¦   ¦   ¦     + - - 1. Department of Labor
¦   ¦   ¦   ¦     + - - 2. Enlisted Records and Evaluation Center (EREC)
¦   ¦   ¦   ¦     + - - 3. Personnel Command (PERSCOM)
¦   ¦   ¦   ¦     + - - 4. Department of Veterans Affairs
¦   ¦   ¦   ¦     + - - 5. Department of Veterans Affairs Regional Office
¦   ¦   ¦   ¦     + - - 6. Department of Veterans Affairs Service Medical Record Center
¦   ¦   ¦   ¦     + - - 7. Department of Veterans Affairs State Office Admin Menu
¦   ¦   ¦   ¦     ¦     + - - 1. Add/Change VA State Office
¦   ¦   ¦   ¦     ¦     + - - 2. Delete VA State Office
¦   ¦   ¦   ¦     ¦     + - - 99. Return to Master Menu
¦   ¦   ¦   ¦     ¦
¦   ¦   ¦   ¦     + - - 8. State/Territory Adjutant General Office Administration Menu
¦   ¦   ¦   ¦     ¦     + - - 1. Add/Change State/Territory AG Office
¦   ¦   ¦   ¦     ¦     + - - 2. Delete State/Territory AG Office
¦   ¦   ¦   ¦     ¦     + - - 99. Return to Master Menu
¦   ¦   ¦   ¦     ¦
¦   ¦   ¦   ¦     + - - 99. Return to Master Menu
¦   ¦   ¦   ¦
¦   ¦   ¦   + - - 8. Service Verification Administration Menu
¦   ¦   ¦   ¦     + - - 1. Add/Change Service Verification
¦   ¦   ¦   ¦     + - - 2. Delete Service Verification
¦   ¦   ¦   ¦     + - - 99. Return to Master Menu
¦   ¦   ¦   ¦
¦   ¦   ¦   + - - 9. Signature Block Maintenance Menu
¦   ¦   ¦   ¦     + - - 1. Add/Change Signature Block
¦   ¦   ¦   ¦     + - - 2. Delete Signature Block
¦   ¦   ¦   ¦     + - - 99. Return to Master Menu
¦   ¦   ¦   ¦
¦   ¦   ¦   + - - 10. Station Where Separated
¦   ¦   ¦   + - - 11. Transfer Activity Administration Menu
¦   ¦   ¦   ¦     + - - 1. Add/Change Transfer Activity
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram - *Continued*

```
Menu or Screen Name
M     7     1     1       11
¦     ¦     ¦     ¦     + - - 2. Delete Transfer Activity
¦     ¦     ¦     ¦     + - - 99. Return to Master Menu
¦     ¦     ¦     ¦
¦     ¦     ¦     + - - 12. Type of Separation Administration Menu
¦     ¦     ¦     ¦     + - - 1. Add/Change Type of Separation
¦     ¦     ¦     ¦     + - - 2. Delete Type of Separation
¦     ¦     ¦     ¦     + - - 99. Return to Master Menu
¦     ¦     ¦     ¦
¦     ¦     ¦     + - - 13. Rank Code Administration Menu
¦     ¦     ¦     ¦     + - - 1. Add/Change Rank Code
¦     ¦     ¦     ¦     + - - 2. Delete Rank Code
¦     ¦     ¦     ¦     + - - 99. Return to Master Menu
¦     ¦     ¦     ¦
¦     ¦     ¦     + - - 14. Witness Signature Block Administration Menu
¦     ¦     ¦     ¦     + - - 1. Add/Change Witness Signature Blocks
¦     ¦     ¦     ¦     + - - 2. Delete Witness Signature Blocks
¦     ¦     ¦     ¦     + - - 99. Return to Master Menu
¦     ¦     ¦     ¦
¦     ¦     ¦     + - - 15. Command Code Menu
```

```
¦    ¦    ¦    ¦    + - - 1. Add/Change MACOM Data
¦    ¦    ¦    ¦    + - - 2. Delete MACOM Data
¦    ¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    + - - 16. ASI Title Lookup Administration Menu
¦    ¦    ¦    ¦    + - - 1. Add/Change ASI Title
¦    ¦    ¦    ¦    + - - 2. Delete ASI Title
¦    ¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    + - - 17. Service School Administration Menu
¦    ¦    ¦    ¦    + - - 1. Add/Change Service School
¦    ¦    ¦    ¦    + - - 2. Delete Service School
¦    ¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦
¦    ¦    + - - 2. Change Soldier's SSN
¦    ¦    + - - 3. Un-Tag a Soldier's Record
¦    ¦    + - - 4. =Reprint Archived Soldier Forms                          ==> reprint_prg
¦    ¦    + - - 5. Administrative Reports Menu
¦    ¦    ¦    + - - 1. SPD Entry/Change Log
¦    ¦    ¦    + - - 2. DD Form 214 Print Log
¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦
¦    ¦    + - - 6. Records Purge Administration
¦    ¦    + - - 99. Return to Master Menu
¦    ¦
¦    + - - 2. =Customize Orders Data Menu                                   ==> custom_prg
¦    ¦    + - - 1. Allocate Orders Sequence Numbers
¦    ¦    + - - 2. Additional Instructions Menu
¦    ¦    ¦    + - - 1. Add/Change Additional Instructions
¦    ¦    ¦    + - - 2. Delete Additional Instructions
¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦
¦    ¦    + - - 3. Signature Blocks Maintenance Menu
¦    ¦    ¦    + - - 1. Add/Change Signature Block Menu
¦    ¦    ¦    + - - 2. Delete Signature Block
¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram - *Continued*

```
Menu or Screen Name
M    7    2
¦    ¦         + - - 4. Distribution Lists Menu
¦    ¦    ¦    + - - 1. Add/Change Distribution List Menu
¦    ¦    ¦    + - - 2. Delete Distribution List
¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦
¦    ¦    + - - 5. Format Versions Menu
¦    ¦    ¦    + - - 1. Add/Change Format Versions Menu
¦    ¦    ¦    + - - 2. Delete Format Versions Menu
¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦
¦    ¦    + - - 6. Orders Heading Maintenance Menu
¦    ¦    ¦    + - - 1. Add/Change Orders Heading Information
¦    ¦    ¦    + - - 2. Delete Orders Heading Information
¦    ¦    ¦    + - - 99. Return to Master Menu
¦    ¦    ¦
¦    ¦    + - - 99. Return to Master Menu
¦    ¦
¦    + - - 3. Security Administration Menu
¦    ¦    + - - 1. Add/Change TRANSPRC User
¦    ¦    + - - 2. Delete TRANSPRC User
¦    ¦    + - - 3. Add Alternate Administrator
¦    ¦    + - - 4. Delete Alternate Administrator
¦    ¦    + - - 5. Grant Permission to Print Documents
```

```
¦     ¦      + - - 6.  Grant Permission to Print Certificates
¦     ¦            + - - 1.  Certificate of Appreciation
¦     ¦            + - - 2.  Certificate of Retirement
¦     ¦            + - - 3.  Department of the Army Certificate of Appreciation
¦     ¦            + - - 4.  General Discharge
¦     ¦            + - - 5.  Honorable Discharge
¦     ¦            + - - 99.  Return to Master Menu
¦     ¦
¦     + - - 4.  Peripheral Administration Menu
¦     ¦            + - - 1.  Add/Change Application Printers
¦     ¦            + - - 2.  Delete Application Printers
¦     ¦            + - - 99.  Return to Master Menu
¦     ¦
¦     + - - 5.  Setup Installation-Specific Applications Menu
¦     ¦            + - - 1.  Add/Change Menu Entries
¦     ¦            + - - 2.  Delete Menu Entries
¦     ¦            + - - 99.  Return to Master Menu
¦     ¦
¦     + - - 6.  Ad Hoc Query Administration
¦     ¦            + - - 1.  Select Elements to Show
¦     ¦            + - - 2.  Add/Change Element Comments
¦     ¦            + - - 99.  Return to Master Menu
¦     ¦
¦     + - - 7. =SPD Code/Separation Authority Administration Menu            ==> info_prg
¦     ¦            + - - 1.  Add/Change SPD Code/Separation Authority
¦     ¦            + - - 2.  Delete SPD Code/Separation Authority
¦     ¦            + - - 99.  Return to Master Menu
¦     ¦
¦     + - - 8. =Load Laser Fonts                                            ==> font_prg
¦     + - - 9. =Print Blank Laser Forms                                     ==> blank_prg
¦     + - - 99.  Return to Master Menu
¦
+ - - 8.  Installation-Specific Applications Menu
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram - *Continued*

```
Menu or Screen Name
M
+ - - 9. *View Documentation/Regulations Menu
      + - - 1.  View Governing Regulations (Primary)
      + - - 2.  View End User Manual (EM)
      + - - 3.  View Implementation Procedures (IP)
      + - - 4.  View Maintenance Manual (MM)
      + - - 5.  View ISMIS
      + - - 6.  View Configuration Control Manual (CCM)
      + - - 7.  View Functional Description (FD)
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram – *Continued*

3.4.1   Performance.

Accessing TRANSPROC forms is virtually immediate. Large reports may take several minutes to process, depending on size and complexity of queries. Disturbances in the connections to the system over any telecommunications pathways may reduce the access time for TRANSPROC forms and menus. The TRANSPROC application adheres to the following performance requirements:

   a.   Built around a relational database with a query capability to retrieve TRANSPROC data. The processes used to retrieve data are easy to use, menu-driven, and require minimal external user training. Help screens and embedded tutorials are provided to enhance user's confidence and reduce training time.

   b.   Contains a dictionary of data elements, codes, and values that can be accessed on-line.

   c.   Distinguishes between different types and levels of users for adequate data integrity and

confidentiality. The TRANSPROC is able to restrict access to processes and data, based on the type of user and the access authority granted.

d. Is available to the users 24 hours per day, 7 days per week, except for periods where system maintenance is required. However, system maintenance will be performed during low processing periods, e.g., on weekends.

e. Provides utilization and management statistics to track support module use, number of users having access to the module, storage requirements for applications software, storage requirements for TRANSPROC data, and processing cycles required (average daily, weekly, and monthly).

f. Produces an archival record of application/database changes.

g. Provides information concerning the version in use for configuration management.

h. Provides the ability to do cross-system queries that will allow you to:

?? Select and combine information from one or two files,

?? Specify the ordering of data in reports,

?? Specify exactly how the report is to appear with page headings and footings and column headings,

?? Save the specifications that generate each report, and

?? Save selected query results.

i. User-friendly. Some of the criteria used to determine the degree to which the TRANSPROC is user-friendly are: the system learning curve, how well the user remembers how to use the program, speed of performance, rate of user error, and user satisfaction. The way it optimizes user friendliness is by displaying system data entry screens and menus in a standard format with standard function keys used throughout the system.

j. Restricts access to functions by user name and password.

k. Provides a command line describing actions you can take on a specific screen. For example, <F1> Help. The user interface is sufficiently informative that an experienced user will not have to rely on printed documents, such as user manuals, to execute the normal tasks.

l. Treats all alphabetic entries as the capitalized case; the system is not case sensitive.

m. Allows you to press the <Esc> key before completing any transaction.

n. Verifies data type, values, and ranges for each data field.

o. Provides the option of directing system output to the screen, a printer, or a file.

p. Provides access to an electronic mail system.

q. Designed to allow data retrieval and querying functions to support any required reports.

3.4.2 Accuracy and Validity.

The following items represent the minimum accuracy and validity performance requirements:

a. Accuracy is critical for data elements identifying requisitions/purchase requests, items ordered, and accounting codes.

b. TRANSPROC completely edits all interactive and the batch transactions for valid codes in each data element and is consistent with other data elements in the transaction data in the database. If an error is made in data entry, TRANSPROC will notify you and allow correction of the appropriate fields without forcing the re-keying of every entry. It processes all transactions through all edits and reports all errors.

c.   In editing interactive and batch transactions, TRANSPROC employs valid code tables. Changes to the code table are effective in the edits without programmer support.

d.   TRANSPROC incorporates transaction logging and error recovery procedures. It will not lose data nor leave incomplete transactions in the database as the result of a system malfunction.

e.   TRANSPROC maintains accurate data and produces accurate reports, using all the data in the system. Defining data fields that are selected or combined to produce the desired report is crucial to the success of the application. Calculations involving dollar amounts are accurate to the third decimal place and rounded to the .5 mil rule. Data transmitted to the TRANSPROC are 100% accurate.

f.   Final validity of TRANSPROC requires testing in accordance with test bed TB 18-104, *Army Automation - Testing of Computer Software* and the ISM Configuration Management Plan.

3.4.3   Timing.

Three major concerns regarding timing exist:

a.   Availability of updated information from external sources.

b.   Availability of information from the installation shared database.

c.   Responsiveness of the system to the user.

3.4.4   Availability of External Data.

TRANSPROC is able to receive input data via magnetic media or electronic data transfer, either on-line directly from another system or via modem and download.

a.   User Profile Data.   Since the primary purpose of TRANSPROC is to reduce the redundant entry of existing data and reduce the probability of errors entering the system, TRANSPROC has user profile data posted to its data files. These data are used to establish authorization for the individual to access the system and are tested against personnel, unit, telephone, and address files.

3.4.5   User Responsiveness.

a.   Response time from receipt of input data to availability of products. TRANSPROC edits interactive transactions and update tables on-line. Both invalid codes and inconsistent data elements (transaction and resident) are corrected at the time of input. The data will then be immediately available to all processes and sub-processes.

b.   Response time to queries and updates.

(1)   Queries and updates for data input/update on an individual record will have an immediate response time of not more than one second, ninety percent of the time. This response time is the target for a directly connected device, which are not confused with communication-related lag times-communication lags attributed to dial-ins, communication controllers, multiplexors (MUXs), concentrators, LANs, etc. This target response time is a database design requirement.

(2)   Queries and updates on multiple records provide adequate response in not

more than one second, ninety percent of the time. These transactions take place within an installation, assuming adequate application connectivity is in effect.

3.4.6   Controls.

Through the "TRANSPROC Initialization/Administration Menu," the TRANSPROC Administrator controls which user LOGIN ID's have access to the specific TRANSPROC functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for TRANSPROC have established ISM controls to ensure the proper use of the ISM in support of the overall mission. The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5   CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION: In case of system failures, or "crashes," and other abnormal shutdowns of the Installation computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1   Failure Contingencies.

TRANSPROC requires three types of failure contingency safeguards in the event of user error or hardware/software failure:

- ?? Back up
- ?? Fall back
- ?? Degraded modes of operation

3.5.1.1   Backup.

Back-ups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

a.   Program Back-up. Use this backup to restore the latest version of the ISM application software and is separate from the database.

b.   Data Back-up. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:

   (1)   Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.

   (2)   Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.

   (3)   Data Base Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely, destroyed.

c. Electrical Power Back-up. In case power to the computer is suddenly lost, an Un-interruptible Power System (UPS) automatically provides between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those, necessary to ensure continued achievement of system functions. There are two primary types of system backup:

a. Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and it can be queried on whether or not the system should restore the files.

b. Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2   Fall Back.

Use fallback techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

a. Workstation failures. There are two, primary fall back techniques:

1) Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.

2) Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.

b. Installation Failures. In case the installation system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3   Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation	
Priority	**Operation**
(1)	Interactive input of data

Table 3.5.1. Degraded Modes of Operation	
Priority	**Operation**
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2   Restart/Recovery.

a.   <u>General</u>.   The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the data base is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.

b.   <u>Policy</u>. RDBMS transaction logging is automatic and has a default "checkpoint interval" of 20 minutes, which can be changed by the Data Base Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. ANSOC personnel will perform backups of applications, the ILIDB, and subject area databases.

c.   <u>Data Recovery</u>.   In case the ISM program has been corrupted or destroyed, the backup copy is restored.   To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6   SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and For Official Use Only (FOUO) information.

All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information.   The Military Personnel Transition Processing application data tables will contain information that must be safeguarded against unauthorized assess.   Only users with a valid login ID and PASSWORD may access the TRANSPROC ISM. TRANSPROC SA must grant privileges to a user to access the various options of the ISM.

3.6.1   Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2   Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system, who is not authorized to either use the system or has a "need to know." The system provides safeguards against these types

of "hackers" or "idle curiosity seekers."

3.6.2.1   Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2   Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards, such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3   Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4   Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5   Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6   Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7   Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

<div align="center">

WARNING

</div>

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7   ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures

described in the Configuration Control Manual, AISM 25-P5B-A26-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN: 879-6798/6858 or on commercial line 1-800-305-3036.

4 ACCESS TO THE SOFTWARE

This section provides the instructions necessary to assist both the first-time and occasional end users of the TRANSPROC ISM application in gaining access to the system. This section also describes how to access the TRANSPROC system reliably without detailed knowledge of the functional capabilities of the application. The symbols shown in Table 4-1 are notational conventions used throughout this manual.

Table 4.1. Notational Conventions	
SYMBOL	**MEANING**
<key>	Press the specified key.
<key1> <key2>	Press and release <key1> then press and release key2.
<key1>/<key2>	Press and hold key1 while pressing key2, then release both.
<F1 FUNCTION>	Denotes a screen-labeled function key and its function.
<message>	Denotes a message displayed on-screen.
{prompt}	Denotes a prompt that requires a response.
"text"	Type the text within the quotes (do not type the " marks).

4.1 FIRST-TIME USER OF THE SOFTWARE.

This section discusses procedures for the first time use of TRANSPROC. Each user must have a USERID and a password to access the TRANSPROC application. The USERID identifies you to the system and the password further verifies the level of access you will have. The SA is responsible for assigning USERID and passwords. After the final workday transaction has been completed, press <F6> until the LOGIN prompt appears and switch off the monitor.

4.1.1 Equipment Familiarization.

This section describes how to access TRANSPROC using the 386/486 PC. The following paragraphs describe the specifications/attributes of the equipment supporting TRANSPROC:

    a.   Power and Adjustments.

        (1)   Make sure the PC and monitor are plugged into a power outlet, and that the keyboard is plugged into the PC.

        (2)   First, press the power switch to turn on the PC. Then, press the power switch to turn on the monitor. After boot-up is complete, the operating system prompt will appear.

        (3)   Adjust the angle of the viewing screen by tilting it up, or down, or swiveling it left to right. If necessary, adjust the brightness and contrast.

    b.   Cursor. The cursor shows the position where typed-in text will appear on the screen.

        (1)   Four cursor types are available: line or block, blinking or not blinking. Set cursor type using the operating system setup.

        (2)   You can use the <Enter> key, arrow keys, or <Tab> key to position the cursor at the desired data entry point.

    c.   Keyboard Layout. There are 12 function keys, labeled <F1> through <F12>, located across the top of the keyboard. TRANSPROC does not support the use of a mouse.

(1)   Refer to Section 8, ISM User Interface Standards, to find out what each function key means when using the software.

(2)   Specialized function keys, which may not appear in Section 8, are described throughout Section 5, Processing Reference Guide.

d.   Turning Power Off. If you want to turn off the power to the computer, you should first press <F3> to save any work in progress, then press <F6> until the UNIX login ID appears. When using Telnet or Procomm, there is no need to logout first. However, if you have more than two sessions running at the same time, you should end all sessions before turning off the PC.

4.1.2   Access Control.

This paragraph presents an overview of TRANSPROC access and relevant security features.

a.   Obtaining a password. The system needs a unique login and password for a user to access. The TRANSPROC SA must also grant access privileges to the user to run the different options of the ISM. The TRANSPROC SA for the installation should be contacted for information relative to access to the TRANSPROC.

b.   Password Controlled Functions. The installation TRANSPROC SA should be contacted for information about password controlled functions.

c.   Report Security and Privacy Considerations. Data elements identified as protected under the Privacy Act are safeguarded through user access levels.

4.1.3   Installation and setup.

The U.S. Army, 7th Signal Command, supervises TRANSPROC installation. ANSOC personnel install the application software onto the host computer, and the ANSOC SA administers the system. The TRANSPROC FA is responsible for initial setup and customization according to requirements of the installation where TRANSPROC is being used. AISM 25-P5B-A26-AIX-SIP, TRANSPROC Software Installation Plan (SIP), contains both installation and initial setup instructions. To be identified as a user or authorized to access or install TRANSPROC software, contact the TRANSPROC FA.

4.2   INITIATING A SESSION.

To successfully access the TRANSPROC host computer, you must first obtain the necessary login name and password from your SA. If your PC has a direct connect to the LAN, then use the procedure to login to the TRANSPROC application.

4.2.1   Beginning TRANSPROC Processing.

After successfully logging-in to TRANSPROC via the ISM computer, you are ready to begin processing. Upon accessing TRANSPROC, a start-up 'warning' screen as shown in Figure 4.2.1 will appear.

```
                              WARNING
         #    #    #  ######  #    #  ###  #    #  #####
         # #  #   # #  #      # ##   #   #  ##   # #  #   #
         # #  #   # #  #      # ##   #   #  ##   # #  #
         # # ## #  # ######  # # #   #   #  # # # # #  #### 
         # # #  # #  #       # ## #  #   #  #  # # #  #    #
         # # #  # #  #       #    #  #   #  #  # # #  #    #
          ## ## #   # #      #    #  ###  #    #  #####

  You have reached a US Government computer or data base, used solely
  by the US Government, its officers, and agents.  It is a violation
  of the Federal Law, to access and use US Government computer resources
  without specific authorization.  Each access is subject to recording
  and auditing.  Without specific authorization from US Government, you
  are an intruder.  Intruders are subject to criminal prosecution, fine,
  and/or imprisonment.

             Press RETURN to continue; F6 = CANCEL to exit


   HELP   PREVPAGE NEXTPAGE                       CANCEL CMD-MENU CHG-KEYS
```

Figure 4.2-1. Federal Warning Screen

a. To continue, press <Enter>. Then, follow the instructions supplied in Section 5, Processing Reference Guide.

b. To cancel and return to the **{Login:}** prompt, press <F6>. Then, follow the appropriate procedure for disconnecting from the ISM computer:

   (1) Press <Alt/X> to exit a Telnet session, or

   (2) Press <Ctrl/X> twice to exit an ISM dialing session.

4.3   STOPPING AND SUSPENDING WORK.

You can stop work and exit the system at any time, but before exiting, press <F3> to save current information.

a. To stop or interrupt use of the system, press <F6> to abort system start-up (if the warning screen is still displayed) or to get back to the Master Menu (if the system is already running).

b. To suspend an operation, refer to the paragraph in this manual describing that specific operation.

5 PROCESSING REFERENCE GUIDE

This section provides detailed descriptions of the functional and technical processing capabilities of the TRANSPROC ISM application.

5.1 CAPABILITIES.

This section describes the capabilities of TRANSPROC and the inter-relationships of its functions, menus, screens, and reports. The paragraph 5.3, below discusses the functionality, which is currently implemented in version 11.00. The remaining functionality will be implemented through the Engineering Change Proposal-Software (ECP-S) process.

TRANSPROC is a multi-user, interactive, menu-driven, database system for storing and retrieving following basic functions:

a. Creation of administrative files
b. Soldier data input
c. Soldier data output

5.2 CONVENTIONS.

This section presents the standard conventions used throughout the application.

Menu selection:	Use the arrow keys to position a menu bar and highlight your selection, then press the <Enter> key to select the menu item. Menu items may also be selected by typing the number of your choice and pressing <Enter>.
Menu de-selection:	Press <F6> to move to a previous menu level or to cancel an action. To change a keyed-in menu selection, press the backspace key to clear the buffer, then key in the new selection and press <Enter>.
Entering dates:	At a "Date Range Selection Menu," enter dates as YYYY/MM/DD or YYYYMMDD or YYMMDD. The current date responds to "today" or "t." Dates are converted to the following format for display: "YYYY/MM/DD" (4-digit year, 2-digit month, 2-digit day).
Entering time:	Use military time at a "Time Range Selection Menu." Typing "now" inserts the current military time.
SSN Identification:	TRANSPROC uses the SSN throughout to identify a soldier. Entering a SSN displays existing system data for that soldier. From a blank menu, entering the SSN will fill the buffer for the SSN field, which will then display system information. If the field is already populated with a SSN from a previous entry however, you must press <Enter> to activate the search function.
Message line:	As you advance to each field, the system displays instructions specific to the current field at the bottom of the screen.
Field choices:	When completing an input screen, values associated with the field are available for display if the F2 box at the bottom of the screen displays "Choices." Pressing <F2> will display a list of field values in a "pop-up" window, at the top of the screen. Highlight your choice from the list and press <Enter> to select that field value (From some selection menus, the system prompts you to use <F2> to mark selections. In this case selections are marked with a ">" character.)
	"Choices" screens may include up and down pointers at the right side of the screen. This indicates that more choices are available for the field than can appear at one time. A "down pointer" signals that more field

choices can be viewed on the next page (accessed by <F3> or <Page Up> or <Ctrl/W>). An "up pointer" signals that previous choices can be redisplayed (accessed by <Page Down> or <Ctrl/V> or <F2>, previous page). Use the <Home> key to go back to the beginning of the list; <End> moves to the last choice of the list. You can also key in the first few letters of a selection to position the menu bar directly to that field (e.g., to quickly select "United States" from a list of countries, key in "uni").

Case sensitive: Since UNIX is case sensitive, entering items with the Caps Lock key active may not produce the results desired. Since items entered lowercase will be converted automatically to uppercase, do not activate the Caps Lock function.

Record locking: In a relational database, a record, can only be accessed by one user at a time. A Structured Query Language (SQL) error message may appear during operation of the system if a record you are trying to access is locked by another user. In this event, cancel the operation and reattempt access after a few minutes. SQL errors related to record locking are as follows: 233, 243, 244, 245, 246, 250, 271, 289, 291, 378, and 534.

Some of the standard Function Key (PF Key) definitions for the TRANSPROC Software are in this section. Section 8 contains additional information on user interface standards.

KEY	FUNCTION
<F1>	Display context-sensitive HELP screen
<F2>	Display choices of items for selected field. Also allows you to mark an item.
<F3>	Accept entries and move to next activity.
<F6>	DO NOT accept entries--return to previous activity.
<F8>	Display next set of function keys.
<F8><F1>	Prints the requested form/report.
<F8><F2>	View the requested form/report.
<F8><F4>	Will return to the previous page.
<F8><F5>	Moves the data displayed on-screen down one page.

Table 5.1.1. Definitions of Function Keys

5.2.1 Input Requirements

TRANSPROC is intended as an interactive application. This means that it is designed for access and use from a terminal. TRANSPROC gets data residing in the application's specific subject area database (SADB); however, TRANSPROC may also retrieve input from the ILIDB. Initially, the majority of the data input comes from the end user. As users add to the common SADB, more of the needed date is provided. Some reports and queries require you to specify a range of dates to begin and end the report or query. Other times, you will provide a Social Security Number (SSN) to locate specific pieces of information for an individual.

5.2.2 Input Formats

In general, TRANSPROC menus and data entry screens provide format instructions for the fields they contain. Additional instruction on the format or nature of the expected input may be obtained by

pressing <F1 HELP> or <F2 CHOICES>. Appendix "E" of the TRANSPROC FD contains a Data Element Dictionary, which describes composition and length of data elements used by this system.

5.2.3   Composition Rules

TRANSPROC screens show you each field's expected number of characters or the character limit. Some fields have range and validity checks. If you make an incorrect entry, you will be provided a meaningful error message.

5.2.4   Input Vocabulary

Each screen is composed of text describing expected input, fields to accept your input, a message line at the bottom for input directions, and occasionally, a pop-up error message. Some screens accept so much information that it is not possible to describe the field fully, so an element abbreviation is put on your screen. Appendix "E" of the TRANSPROC FD contains a list of the TRANSPROC data elements, their abbreviations, and formats.

5.2.5   Output Requirements.

TRANSPROC output is generated in three basic media: to screen, to printer, and to a file. Screen output is used for system queries when on-line information viewing is adequate. Tape output will be used either by the application or SA to send data to remote locations. Reports and/or queries that are required in hard copy will go to your printer.

5.2.6   Output Formats.

In all cases, the format of the output is controlled by the application, and you will see it as it is designed. Changes to output formats must be requested through your application administrator via ECP-S. (See TRANSPROC Customer Assistance function described in paragraph 5.3.5.).

5.2.7   Sample Outputs.

TRANSPROC is an interactive application, most of your output will be to your screen and will be easily read. Reports can be verified on your screen before they are printed.

5.2.8   Output Vocabulary.

All output is selected via menus.

5.3   PROCESSING PROCEDURES.

This section describes the processing capabilities of TRANSPROC. Paragraphs 5.3.1 through 5.3.9 provide a detailed walk-through of each of the procedures, menus, and/or data entry screens that make up the functional processes of the TRANSPROC application. All sections provide an explanation of each procedure, menus, and/or data entry screens that make up the functional processes of the TRANSPROC application. The processing procedure of TRANSPROC starts from the initial screen of TRANSPROC, referred to as the "Warning" screen (Figure 4.2.5). From the "Warning" screen of TRANSPROC, you have two options. Press <Enter> to display the "TRANSPROC Welcome" screen or press <F6> to exit from the TRANSPROC application and return to the UNIX LOGIN prompt. The processing procedures described in the following paragraphs are organized by menu, beginning with the highest level menu - the "Master Menu." Refer to Figure 3.4-1 TRANSPROC Hierarchy Diagram for an overall view of the menu structure.

STEP 1.   After pressing <Enter> with start-up warning screen displayed, press <Enter> to display TRANSPROC "Welcome Screen."
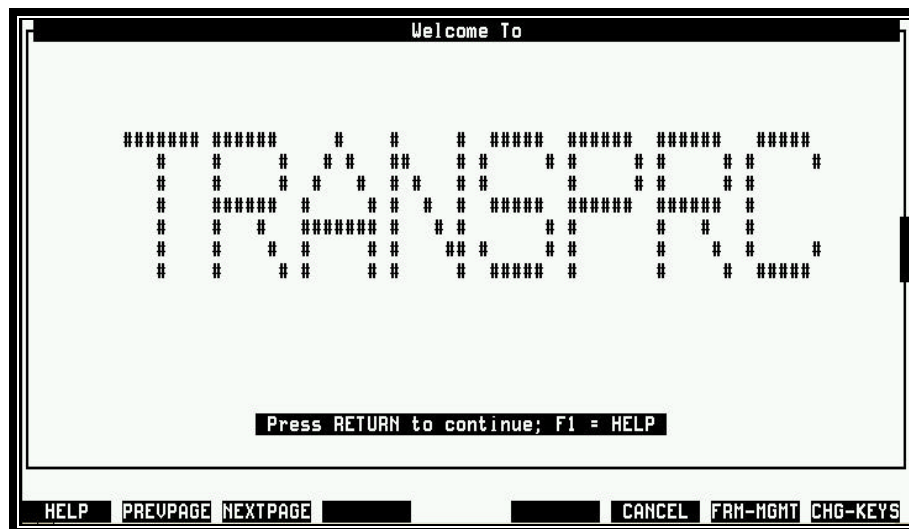
Figure 5.3-1. Welcome Screen

Most processes have help screens. To access a help screen, press <F1> at any time. Use help screens whenever you want guidance in performing functions or entering data.

STEP 2.   Press <Enter>. This will display the following screen.

Press <Enter> to display "Master Menu."
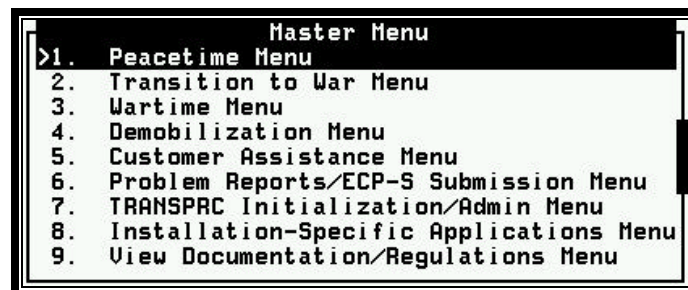
Figure 5.3-2. Master Menu

This menu is the first functional menu encountered when using the TRANSPROC application. From this menu, you can access all the functions TRANSPROC contains provided you have the required access privileges. Your Functional Administrator (FA) has the authority to control a user's access to certain parts of the TRANSPROC application.

This menu gives access to main menus, which access several layers of sub-menus. The first main menu is the "Peacetime Menu," described in paragraph 5.3.1. To select any menu or menu item, highlight it by using the arrow keys or press corresponding menu item number and press <Enter>.

Help menus have been provided for each process. By pressing <F1>, which is the designated HELP key, before selecting each menu, form or order, it is possible to access an instructional narrative. This HELP facility provides detailed guidance and support when you may need further instruction for appropriate actions and entries. In certain situations, some portions of the ISM have not yet been developed and you will be presented with a "HELP" screen similar to the example shown below.
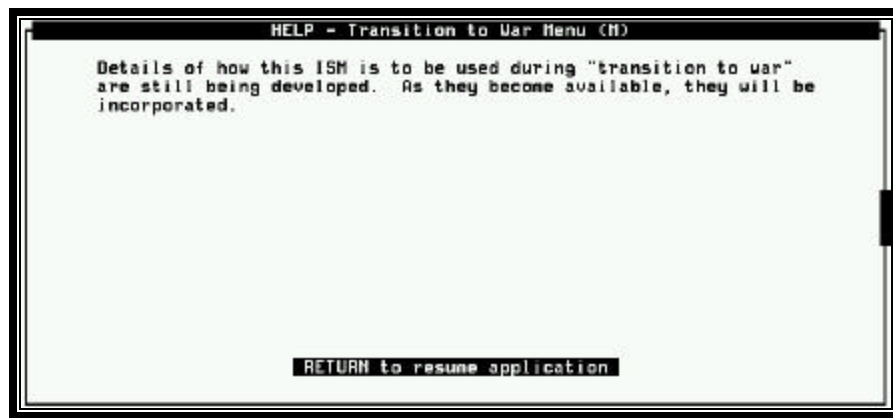
You will not normally have access to the "TRANSPROC Initialization/Administration Menu." You will have access controlled on an individual basis by the TRANSPROC Administrator who is responsible for TRANSPROC security and accesses the Initialization/Administration Menu to define user profiles, install system printers, maintain ad hoc queries etc. The TRANSPROC Administrator has access to the entire system and he/she should be consulted in case of questions. Most of the TRANSPROC user functionality is accessed from the "Peacetime Menu."

5.3.1   Peacetime Menu.

Highlight this menu from the "Master Menu" and press <Enter> to view the "Peacetime Menu."
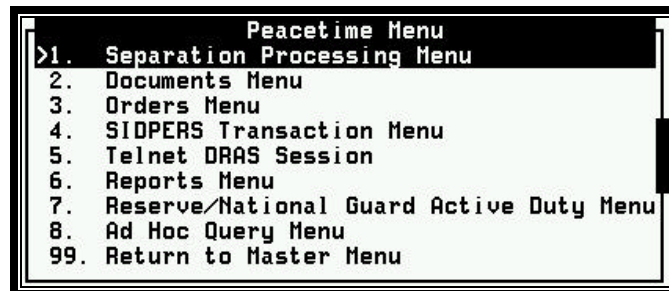
Figure 5.3-3. Peacetime Menu

Highlight your selection and press <Enter>.

5.3.1.1   Separation Processing Menu.

This menu lists TRANSPROC functions that you can access. Permissions to access TRANSPROC functions are granted by the Functional Administrator (FA). When you select this menu from the "Peacetime Menu," the following screen will appear.

Figure 5.3-4. Separation Processing Menu

5.3.1.2   Transition Menu.

This menu contains functions for processing all programmed administrative, medical service board, and voluntary separations. This menu provides access to the following items used in processing a separation. When you select this option from the "Separation Processing Menu," the system will present the following screen.

```
                    Transition Menu
 >1.  Soldier Information
  2.  DD Form 214 Information
  3.  Service Time Worksheet
  4.  DA Form 31 Information
  5.  Soldier Address Information
  6.  Transition Information
  7.  ASVAB/PULHES Information
  8.  Batch Update Pre-Separation Briefing Attendance
  9.  Disposition of Records (DA Form 200)
 99.  Return to Master Menu
```

Figure 5.3-5. Transition Menu

5.3.1.3   Soldier's Information.

Use this form to collect basic information for completing various separation records. This item, gives you access to four pages of soldier information screens that let you initiate and update the soldier information file. Select this menu from the "Transition Menu." As Page 1 of Soldier's Information screens appears, enter the soldier's SSN.

```
                  Soldier Information (Page 1 of 4)
                      * _____ *
 SSN: 999999999  Name: ENLISTED GUY              Rank: PV1

 Full Name: First _____
 Middle: _____    Last: _____
 Component: _____    PMOS/AOC: _____   ASI: __  Citizen of: __ Citz Stat Cd: _
 SMOS: _____   ASI: __   ETS/ESA: _____   Date of Rank: _____
 DOB: _____   Sex: _  Effective Date of Pay Grade: _____
 Basic Active Service Date (BASD): _____    Pay Date (PD): _____
 SPD Code: ____     AD Entry Date: _____   Date of Separation: _____
 Separation Authority: _____
 Narrative Reason for Separation:
 _____
 Type of Separation:
 _____
 Reserve Obligation Termination Date : _____   Race: _  Char of Svc: _

               F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.3-6. Soldier Information

This screen displays information contained in the ILIDB for an individual soldier.

Field	Descriptions
SSN:	Enter soldier's SSN or press <F2> for choices.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Full Name:	Enter name as appears on DD Form 4/1 Enlistment/ Reenlistment document or DD Form 1966/6 or DA Form 4187, if legal name change has been documented. Name should include "Jr." "Sr." or "II," if appropriate. If legal name will not fit in block 1 of DD Form 214, it will appear in block 18.
Component:	Enter soldier's component or press <F2> for choices.

```
              Component 1

 >RA        Regular Army
  USAR      US Army Reserve
  ARNG      US Army National Guard
  TEMP      Temporary
```

PMOS/AOC:	Enter the Primary Military Occupation Specialty (PMOS) or Area of Concentration (AOC) as validated by DA Form 2A, 2-1, or the Officer Record Brief (ORB) or Orders. For Enlisted enter first five characters of PMOS which will include the three characters of the MOS, the fourth character of skill and grade level, and the fifth character of a special qualification identifier (SQI), if applicable, or a "0." For Commissioned Officers, enter the Primary AOC consisting of two numerical digits and one letter, such as 31A. For Warrant Officers, enter the four character MOS and a fifth character SQI if applicable, or a "0." Regulation guidance for PMOS/AOC is AR 611-201, AR 611-101, and AR 611-212.
ASI:	Enter the Primary Additional Skill Identifier (ASI) as validated by DA Form 2-A, 2-1, or the ORB or Orders or press <F2> for choices. The ASI identifies specialized skills, qualifications and requirements that are closely related to and are in addition to those "inherent" to the MOS. They are authorized for use only with designated MOS. The ASI consist of one alpha and one numerical character in accordance with (IAW) AR 611-201, AR 611-101 and AR 611-212.
Citizen of:	Enter the soldier's country or press <F2> for choices.
Citizen Status Code:	Enter the citizen status code or press <F2> for choices.


```
        Citizenship Status Cd
>A   NATIVE BORN
 B   DERIVATIVE - NATURALIZATION
 C   DERIVATIVE - BIRTH
 D   NATURALIZATION
 Y   NOT APPLICABLE
 Z   UNKNOWN
```

SMOS:	Enter the Secondary MOS as validated by DA Form 2-A, 2-1, or the ORB or Orders.
ASI:	Enter the Secondary ASI as validated by DA Form 2-A, 2-1, or the ORB or Orders. You may not duplicate an ASI that is listed with the Primary ASI.
ETS/ESA:	Enter the soldier's Expiration Term of Service (ETS)/Expiration Service Agreement (ESA) date.
Date of Rank:	Enter the soldier's date of rank.
DOB:	Enter date of birth in standard format. Verify date of birth by DA Form 2-A, DA Form 2-1, ORB, or DD Form 4/1.
Sex:	Enter the soldier's sex. Press <F2> for Choices.
Effective Date of Pay Grade:	Enter the soldier's effective date of pay grade.
Basic Active Service Date:	Enter the soldier's date of entry on active duty.
Pay Date (PD):	Enter the soldier's first date upon entry of service. Previously listed as Pay Entry Basic Date (PEBD).
SPD Code:	Enter the soldier's Separation Program Designator (SPD) code or press <F2> for choices. Refer to AR 635-5-1.
Date of Separation:	Enter date of separation. Verify date of separation by orders. Separation date may not be the contractual date if extended for make-up of lost time, for convenience of the Government, or if approved for early release, such as a Chapter.

Separation Authority:	Pre-populated and protected based upon SPD code entered. **Note**: If authority changes, inform SA.
Narrative Reason for Separation:	Pre-populated and protected based upon SPD code entered. **Note**: If narrative reason changes inform the SA.
Type of Separation:	Enter the appropriate term as indicated on the separation order or press <F2> for choices. Type of separation, may be verified by AR 635-5.

```
═══════════════ Type of Separation ═══════════════
>DISCHARGE
 DISMISSAL OR DISCHARGE AS APPROPRIATE
 DROP FROM ROLLS OF THE ARMY
 RELEASE FROM ACTIVE DUTY
 RELEASE FROM ACTIVE DUTY AND ORDER TO ADDITIONAL ACTIVE DUTY
 RELEASE FROM ACTIVE DUTY TO CONTINUE ON ACTIVE DUTY IN ANOTHER STATUS
 RELEASE FROM ACTIVE DUTY TRAINING
 RELEASE FROM ADT AND DISCHARGE FROM THE RESERVE OF ARMY AND RETURN TO ARNG
 RELEASE FROM CUSTODY & CONTROL OF THE ARMY
 RETIREMENT
```

Reserve Obligation Termination Date:	Enter Statutory Service Obligation Date. This obligation is incurr- ed by all personnel on initial enlistment. If the service member entered the Armed Forces before 01 June 1984, the member must serve a period of six years. If the service member entered the Armed Forces after 1 June 1984, the member must serve a period of eight years. The MSO starts on the date of initial enlistment and includes DEP. For Soldiers discharged, dismissed, or dropped from the Army rolls, or who have an expired MSO or are within 90 days of their MSO, 0000/00/00 will be entered.
Race:	Enter race or press <F2> for choices.

```
═══════════════════ RACE ═══════════════════
>C          White (Caucasoid)
 M          Yellow (Asian Mongoloid)
 N          Black (Negroid or African)
 R          Red (American Indian)
 X          Other
 Z          Unknown
```

Character of Service:	Enter the character of service or press <F2> for choices.

```
═══════════════ Character of Service ═══════════════
>A  HONORABLE
 B  UNDER HONORABLE CONDITIONS (GENERAL)
 D  BAD CONDUCT
 E  UNDER OTHER THAN HONORABLE CONDITIONS
 F  DISHONORABLE
 Y  UNCHARACTERIZED
```

Pressing <F3> will take you to Page 2 of Soldier Information screen.

```
┌─────────────────────────────────────────────────────────┐
│            Soldier Information (Page 2 of 4)              │
│                   * CHANGING RECORD *                     │
│ SSN: 999999999  Name: ENLISTED GUY            Rank: PV1   │
│                                                           │
│ UIC: WGEH26  Unit Name: 0095 CS CO      ATST AUG 1        │
│ Street: _____│
│ City: REDSTONEA           State: AL                       │
│ APO/FPO: ___   Gateway Area Code: __  ZIP Code: 35898-____│
│ Country: US   Foreign Postal Code: _____              │
│ Last Duty UIC: WGEH26                                     │
│ Last Duty Assignment: 0095 CS CO      ATST AUG 1          │
│ Duty Phone: _____  Telephone System: COMMERCIAL │
│                                                           │
│ MACOM: XX  MATERIEL READINESS ACTIVITIES                  │
│                                                           │
│ P1 EAD: _____  ST: __  CO: __                  │
│                                                           │
│      F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL │
└─────────────────────────────────────────────────────────┘
```

Field	Descriptions
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
UIC:	Enter the soldier's current Unit Identification Code (UIC) or press <F2> for choices.

```
┌─────────────────────────────────────────┐
│                UIC Menu                  │
│ >W0090                                   │
│  W0091                                   │
│  W0095                                   │
│  W0096                                   │
│  W0097                                   │
│  W0099                                   │
│  W00T08   W00T MISSILE AND SPACE INT CTR │
│  W0101                                   │
│  W0102                                   │
│  W0103                                   │
│  W0104                                   │
│  W04921   W049 FIELD UNIT                │
│  W0CQ01   W0CQ TEST MODEL UNIT 1         │
│  W0CQAA   W0CQ TEST MODEL HHQ UNIT 1     │
│  W0G41Q   CO B 369 AG BN TR              │
│  W0G47D   CO D 1BN 61 INF TR             │
│  W0H901   W0H9 MICOM RAYTHEON FLD OFC    │
└─────────────────────────────────────────┘
```

Field	Descriptions
Unit Name:	Enter the soldier's current unit name.
Street:	Enter the street address of the current unit name.
City:	Enter the city of the current unit name.
State:	Enter the state of the current unit name or press <F2> for choices.
APO/FPO:	Enter APO or FPO of the current unit name. Press <F2> for choices.
Gateway Area Code:	Enter the gateway area code of the current unit name or press <F2> for choices.

```
┌─────────────────────────────────────────┐
│        Unit - Gateway Area Code          │
│                                          │
│ >AA AMERICAS ZIP CODE ALIGNMENT          │
│  AE EUROPE ZIP CODE ALIGNMENT            │
│  AP PACIFIC ZIP CODE ALIGNMENT           │
└─────────────────────────────────────────┘
```

Field	Descriptions
ZIP Code:	Enter 5 or 9-digit ZIP code of the current unit name.
Last Duty UIC:	Enter the UIC held by the soldier prior to the current UIC or press <F2> for choices.
Last Duty Assignment:	Enter the last unit of assignment held by the soldier prior to the current last unit of assignment.
Duty Phone:	Enter duty phone number where the soldier can be reached.

Telephone System: Enter the telephone system or press <F2> for choices.

```
┌─────────────────────────────────────────────────┐
│              Duty Telephone System              │
│  AUTOVON     AUTOMATIC VOICE NETWORK            │
│ >COMMERCIAL  COMMERCIAL                         │
│  FEDERAL     FEDERAL TELECOMMUNICATIONS SYSTEM  │
│  WATS        WIDE AREA TELECOMMUNICATION SYSTEM │
└─────────────────────────────────────────────────┘
```

MACOM: Enter Major Command (MACOM) of last unit and the corresponding
                                     two-character assignment code, IAW AR 680-29 or press <F2> for
                                     choices.

```
┌──────────────────────────────────────────────────────────────────┐
│                         Major Commands                           │
│  X2  HEADQUARTERS, AMC                                            │
│  X3  HEADQUARTERS, STAFF SUPPORT ACTIVITIES                      │
│  X4  AMC TRAINING ACTIVITIES                                     │
│  X5  AMC ALL OTHERS                                              │
│ >X6  MISSILE COMMAND (MICOM)                                     │
│  X7  US ARMY TANK AUTOMOTIVE COMMAND (TACOM)                    │
│  X8  US ARMY COMMUNICATIONS ELECTRONICS COMMAND (CECOM)         │
│  X9  SINGLE MANAGER FOR CONVENTIONAL AMMUNITION TEMPORARY CARRIER│
│  XB  AVIATION SYSTEMS COMMAND (AVSCOM)                          │
│  XD  USA LABORATORY COMMAND (LABCOM)                            │
│  XK  MATERIEL ACQUISITION ACTIVITY                              │
│  XL  MATERIEL ACQUISITION PROJECT MANAGERS                      │
│  XM  TEST AND EVALUATION COMMAND (TECOM)                        │
│  XP  US ARMY SECURITY ASSISTANCE CENTER (USASAC)               │
│  XQ  ARMAMENT MUNITIONS AND CHEMICAL COMMAND (AMCCOM)           │
│  XR  TROOP SUPPORT COMMAND (TROSCOM)                           │
│  XW  DEPOT SYSTEMS COMMAND (DESCOM)                            │
│  XX  MATERIEL READINESS ACTIVITIES                             │
│                                                                  │
│Highlight your selection and press RETURN                        │
└──────────────────────────────────────────────────────────────────┘
```

Place of entry into   Enter the city, state, and country from where soldier last entered or
active duty: was ordered to active duty, as indicated on DD Form 4/1; Item 4, or
                                     orders.

Pressing <F3> will take you to Page 3 of Soldier Information screen.

```
┌────────────────────────────────────────────────────────────────┐
│            Soldier Information (Page 3 of 4)                    │
│                  *  ADDING RECORD  *                            │
│ SSN: 999999999  Name: ENLISTED GUY_____  Rank: PV1      │
│                                                                 │
│ HOME OF RECORD:                 Same as: __                     │
│ Street: _____        │
│ City: _____ State: __  Foreign State: _____  │
│ APO/FPO: ___  Gateway Area Code: __  ZIP Code: _____-___       │
│ Country: __  Foreign Postal Code: _____                    │
│ Phone Number: _____                     │
│                                                                 │
│ CURRENT ADDRESS:                Same as: __                     │
│ Street: _____        │
│ City: _____ State: __  Foreign State: _____  │
│ APO/FPO: ___  Gateway Area Code: __  ZIP Code: _____-___       │
│ Country: __  Foreign Postal Code: _____                    │
│ Phone Number: _____                     │
│                                                                 │
│     F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL    │
└────────────────────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Home Of Record:	Some of the fields for Home of Record (HOR), for example Gateway Area Code, APO/FPO, and Foreign Postal Code, are not required fields and may be left blank. The term "HOR" means the place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered to active duty. It is not necessarily the

legal domicile as defined for income tax purposes. The HOR is shown on the enlisted soldier's service contract (DD Form 4/1; Item 3) or on an officer's order to active duty.

Same As: Allows you to select a saved address. Press <F2> for choices and select the appropriate address.

```
┌────────────────────────────────────┐
│   Same as CO, CU, RE, SE, TR   ▐   │
│>CORRESPONDENCE ADDRESS         ▐   │
│ CURRENT ADDRESS                    │
│ RESIDENCE ADDRESS                  │
│ SEPARATION/RETIREMENT ADDRESS      │
│ TRANSITION LEAVE ADDRESS           │
└────────────────────────────────────┘
```
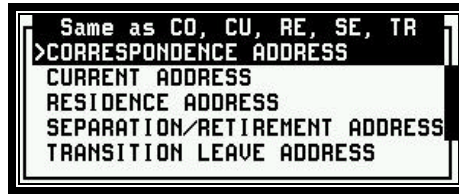
Selection of a choice from here will populate some of the fields in this page automatically.

Street: Enter appropriate street address if not pre-populated.

City: Enter appropriate city if not pre-populated.

State: Enter appropriate state if not pre-populated.

Foreign State: Enter the name of the foreign state.

APO/FPO: Enter APO/FPO if not pre-populated.

Gateway Area Code: Enter Gateway Area Code if not pre-populated.

ZIP Code: Enter a 5 or 9-digit zip Code if not pre-populated.

Country: Enter country if not pre-populated.

Foreign Postal Code: Enter foreign postal code if not pre-populated.

Phone Number: Enter the phone number where the soldier can be reached.

Current Address: Some of the fields for Current Address, such as Gateway Area Code, APO/FPO, and Foreign Postal Code, are not required fields and may be left blank. This address may not be identical to the soldier's mailing address. The mailing address may be a post office box whereas the residence may be a street address.

Same As: Press <F2> for choices to select the appropriate address.

Street: Enter appropriate street address if not pre-populated.

City: Enter appropriate city if not pre-populated.

State: Enter appropriate state if not pre-populated.

APO/FPO: Enter APO/FPO if not pre-populated.

Gateway Area Code: Enter Gateway Area Code if not pre-populated.

ZIP Code: Enter a 5 or 9-digit zip Code if not pre-populated.

Country: Enter country if not pre-populated.

Foreign Postal Code: Enter foreign postal code if not pre-populated.

Phone Number: Enter phone number where soldier can be reached.

Pressing <F3> will take you to Page 4 of Soldier Information screen.

```
┌─────────────────────────────────────────────────────────┐
│          Soldier Information (Page 4 of 4)                │
│              *  ADDING RECORD  *                          │
│ SSN: 999999999  Name: ENLISTED GUY              Rank: PV1 │
│                                                           │
│ SEPARATION/RETIREMENT ADDRESS:        Same as: __         │
│ Street: _____          │
│ City: _____ State: __  Foreign State: _____   │
│ APO/FPO: ___  Gateway Area Code: __  ZIP Code: _____-___   │
│ Country: __  Foreign Postal Code: _____               │
│ Phone Number: _____                   │
│                                                           │
│ Transportation Requirements: _____              │
│ Add/Change DA Form 31 Information: _   >>DATA DOES NOT EXIST<< │
│ Transfer Health Records to: _____                      │
│ Consent to Release Info: _     Enlist Elig/Inelig Code: __ │
│     F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL │
└─────────────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Separation/Retirement Address:	Some of the fields for Separation/Retirement Address, such as Gateway Area Code, APO/FPO, and Foreign Postal Code are not required fields and may be left blank.
Same As:	Allows you to select a saved address. Press <F2> for choices and select the appropriate address.
Street:	Enter appropriate street address if not pre-populated.
City:	Enter appropriate city if not pre-populated.
State:	Enter appropriate state if not pre-populated.
Foreign State:	Enter the name of the foreign state.
APO/FPO:	Enter APO/FPO if not pre-populated.
Gateway Area Code:	Enter Gateway Area Code if not pre-populated.
ZIP Code:	Enter zip Code if not pre-populated.
Country:	Enter country if not pre-populated.
Foreign Postal Code:	Enter foreign postal code if not pre-populated.
Phone Number:	Enter phone number if not pre-populated.
Transportation Requirements:	Enter transportation requirements or press <F2> for choices.

```
┌─ Transportation Requirements ─┐
│ COMMERCIAL                    │
│>TRAVEL REQUEST                │
│ PRIVATELY OWNED VEHICLE       │
└───────────────────────────────┘
```

Add/Change DA Form31 Information:	Enter <Y> for Yes or <N> for No.

If you highlight "Yes" and press <Enter>, DA Form 31 Information (Request Authority for Leave) will appear as shown.

This form allows you to record the soldier's transition/excess leave.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Transition Leave From:	Enter the date that the soldier's transition leave began.
Transition Leave To:	Enter the date that the soldier's transition leave ended.
Permissive TDY From:	Enter the date that the soldier's permissive TDY began.
Permissive TDY To:	Enter the date that the soldier's permissive TDY ends.
Excess Leave from:	Enter the date that the soldier's excess leave began.
Excess Leave to:	Enter the date that the soldier's excess leave ends.
Number of Days Accrued Leave:	Enter the number of leave days that the soldier has accrued. **Note**: The soldier's accrued leave and advanced leave must equal the number of days within the Transition Leave date range.
Number of Days Advanced Leave:	Enter the number of days of advanced leave is permitted. **Note:** The soldier's accrued leave and advanced leave must equal the number of days within the Transition Leave date range.
Approving Authority:	Enter the name, rank, and component of the authenticating soldier.
Transition Leave Address:	
Same as:	Allows you to select and populate the address fields with a saved address. Press <F2> for choices.
Street:	Enter the street number and name of the street.
City:	Enter the city.
State:	Enter the state code or press <F2> for choices.
Foreign State:	Enter the name of the Foreign State.
APO/FPO:	Enter APO or FPO, or press <F2> for choices.
Gateway Area Code:	Enter the gateway area code or press <F2> for choices.
ZIP Code:	Enter a 5-digit or 9-digit zip code.
Country:	Enter the country code or press <F2> for choices.
Foreign Postal Code:	Enter a foreign postal code.

Phone Number: Enter the soldier's telephone number. Examples: For CONUS, Alaska, or Hawaii, enter the area code and telephone number like (999) 555-1212. For OCONUS, enter the international code, the country code (44), and telephone number like 011-44-191292.

Transfer Health Records to: Press <F2> for choices. This information will assist in the disposition of records.

```
┌──────────────────────────────────────────────────┐
│           Transfer Health Records To             │
│>CENTRAL VA                                        │
│ REGIONAL VA                                       │
│ UNIT          (USAR, SPLIT OPT SOLDIERS ONLY)     │
└──────────────────────────────────────────────────┘
```

Consent to Release   Enter <Y> if service member has given consent to release
Information: personal information. Enter <N> if service member either has not given consent to release or has explicitly stated that personal information is not to be released.

Enlist Eligibility/   This data pertains to enlisted soldiers only. Enter the soldier's
Ineligibility Code: immediate re-enlistment eligibility code from the choices made available on the menu.

```
┌────────────────────────────────────┐
│    Immediate Reenlistment Codes    │
│>10   NO DISQUALIFICATION            │
│ 9A   LOST TIME                      │
│ 9C   SKILL QUALIFICATION            │
│ 9E   PHYSICAL READINESS             │
│ 9G   GRADE                          │
│ 9K   FIELD BAR TO REENLISTMENT      │
│ 9L   DA BAR TO REENLISTMENT         │
│ 9N   COURTS-MARTIAL CONVICTION      │
│ 9O   AGE                            │
│ 9Q   DECLINE CONT SERVICE STMT      │
│ 9U   WEAPONS                        │
│ 9W   ARTICLE 15                     │
│ 9X   OTHER                          │
│ 9Y   RETIREMENT APPL APPROVED       │
│ 9Z   WEIGHT                         │
└────────────────────────────────────┘
```

Press <F3> to commit work or <F6> to cancel.

5.3.1.4   DD Form 214 Information.

This form is used to collect data needed to generate a Certificate of Discharge or Release from Active Duty (DD Form 214). This option, gives you access to the DD Form 214 Information Menu, which lets you initiate and update the DD Form 214. Specific preparation instructions are governed by AR-635-5, AR-635-200, and AR-635-100. Selection of this option from the "Transition Menu" will display the following screen.

```
┌──────────────────────────────────────────────────┐
│            DD Form 214 Information                │
│              *  _____  *                    │
│ SSN: 999999999  Name: GREAT OUTDOORS    Rank: SFC │
│ F3 = SAVE to continue; F8/F3 = Auto Paging; F6 = CANCEL │
└──────────────────────────────────────────────────┘
```

Figure 5.3-7. DD Form 214 Information

The first screen displayed requests the soldier's SSN. After entering a valid SSN, press <F3> to display "DD Form 214 Information Menu." Or, press <F8/F3> to page through the DD Form 214 without using the menu.
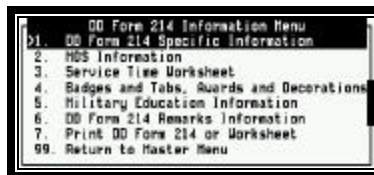
Figure 5.3-8. DD Form 214 Information Menu

5.3.1.5   DD Form 214 Specific Information.

This screen displays information that is needed to produce the DD Form 214 separation document. Information contained in this screen can be changed if necessary. When you select this option from the "DD Form 214 Information Menu," the following screen appears.

Figure 5.3-9. DD Form 214 Specific Information

Field	Descriptions
SSN:	The soldier's SSN will appear.
Name:	The soldier's name will appear.
Rank:	The soldier's rank will appear.
Component:	Enter the component of the soldier or press <F2> for choices.
Command to Which Transferred:	Enter the appropriate data from Table 2-2 of AR 635-5. This data may be obtained from the enlistment contract if the soldier has joined a TPU, or from orders to active duty if the soldier is a member of USAR, or ARNG. If you have selected ARNG, a list of states will be presented as a sub-menu for choices.

In case you have entered a command that is not listed in the sub-menu, then the system shows the following screen.

```
┌────────────────────────────────────────────────────────────┐
│                      ARNG/USAR Check                         │
│                                                              │
│ The value in the 'Command To Which Transferred' field is not one from the │
│ menu, therefore it is assumed to be an ARNG or USAR unit.  If this is the  │
│         case, please fill in the following required information.           │
│                                                              │
│    Component To Which Transferred: _   State Where Located: __ │
│                                                              │
│            F3 = SAVE to commit work; F6 = CANCEL             │
└────────────────────────────────────────────────────────────┘
```

Use this screen to designate whether a separating soldier is being transferred to the command of ARNG or USAR unit and if so, in which state.

Component To Which Transferred:	Enter either 'G' for the National Guard, 'V' for the Reserve or space or press <F2> for choices.

```
┌─────────────────────────────────────┐
│   Component To Which Transferred     │
│                                      │
│ >G   NATIONAL GUARD                  │
│  V   RESERVE                         │
└─────────────────────────────────────┘
```

If you have selected any other letter, then the following error message will appear.

```
┌────────────────────────────────────────────────────────────┐
│                 ERROR - INVALID COMPONENT                    │
│                                                              │
│      An invalid value has been entered for the 'Component To Which │
│   Transferred'.  Valid entries are 'G', 'V' and space (or press F2 for │
│                            choices).                         │
│                                                              │
│                      RETURN to continue                      │
└────────────────────────────────────────────────────────────┘
```

State Where Located:	Enter the two-character state abbreviation where the unit is located or press <F2> for choices.

Press <F3> to commit work or <F6> to cancel. Pressing <F3> will take you back to Page 1 of DD Form 214 Specific Information screen.

Basic Branch:	Enter two-character code designator for Officers and Warrant Officers only IAW AR 680-29 or press <F2> for choices.
SPD Code:	Enter the proper SPD code representing the specific authority for separation IAW AR 635-5-1 or press <F2> for choices.
Reentry Code:	Enter the appropriate reentry code, (RE) as determined by AR 601-210. To determine the appropriate RE code, review the MPRJ and refer to table 2-3 of AR 635-5. More than one RE code may apply but only one code will be assigned in order of priority shown. RE codes are not assigned to Officers or Reserve Component Personnel who are separated for other than cause; this includes personnel separated with self-terminating orders. NA will be entered in appropriate block. Refer questions concerning RE codes to USAEEA, Autovon 693-7647 or Commercial (314) 263-7647. Press <F2> for choices.

```
┌────────────────────────────────────────────────────────────┐
│                       Reentry Code                           │
│                                                              │
│ >NA  NOT APPLICABLE                                          │
│  1   QUALIFIED FOR ENLISTMENT IF ALL OTHER CRITERIA ARE MET  │
│  3   INELIGIBLE UNLESS A WAIVER IS GRANTED                   │
│  4   INELIGIBLE FOR ENLISTMENT                               │
│  4R  RETIREMENT                                              │
└────────────────────────────────────────────────────────────┘
```

Copy 6 To:	Enter two-digit abbreviation of state of post-separation residence as in block 19a or press <F2> for choices. This is a mandatory field for

	eligibility of state benefits, such as State Director of Veterans Affairs.
Character of Service:	Enter characterization or description of service as determined by separation authority. Proper completion of this block is vital since it affects the soldier's eligibility for post-service benefits. Only six characterizations are authorized, and are listed on the choices Menu.
Number of Accrued Leave Days Paid:	If known, enter number of days, not to exceed 60.0 days. Days entered must be whole or half days, such as 12.0 or 12.5. If number of days is not known, the field may be left blank. If none accrued, then enter "NONE." If "Not Applicable," then enter "NA."
High School Graduate:	Enter <Y> if soldier is a High School graduate, or <N> if not a High School graduate. This information should be verified through a diploma, certificate, or other documentation.
VEAP:	Enter <Y> if soldier participated in the post-Vietnam era educational assistance program; this does not apply to any other education assistance program. Enter <N> if the soldier did not participate in the post-Vietnam era educational assistance program, or if the soldier participated in "another" education assistance program.
SGLI Coverage Amount:	Enter the amount of Servicemen's Group Life Insurance coverage the soldier has designated on DD Form 93 and SGLV 8286. Coverage may be entered in increments of 5-200, where 5=5,000 and 200= 200,000 or press <F2> for choices. Enter "0" if soldier did not opt for coverage.
Dental Services Provided:	This block is only applicable to those soldiers who have completed 180 days or more of continuous active duty at the time of separation. Check the SF-603 for validity of exam and all appropriate treatment and mark the appropriate block <Y> for Yes, <N> for No, or "NA" for soldier with less than 180 days continuous active duty.
Nearest Relative Name:	Enter address of a relative (permanently located) who knows the location and address of the soldier at all times. This information must be obtained from the soldier. If the soldier does not have a relative in this category, then the name of a close friend whom the soldier keeps informed of his/her location and address is appropriate. If the address is the same as block 19a, then choose Correspondence Address from the choices menu. Some of the Nearest Relative Address fields, such as Gateway Area Code, APO/FPO, and Foreign Postal Code, are not required and may be left blank.
Same As:	Allows you to select a saved address. Press <F2> for choices and select the appropriate address.
Street:	Enter the appropriate street if not pre-populated.
City:	Enter the appropriate city if not pre-populated.
State:	Enter the state if not pre-populated or press <F2> for choices.
ZIP Code:	Enter a 5 or 9-digit zip code if not pre-populated.
Foreign State:	Enter the foreign state of the soldier.
Country:	Enter a country if not pre-populated or press <F2> for choices.
APO/FPO:	Enter APO or FPO if not pre-populated.
Gateway Area Code:	Enter a Gateway Area Code if not pre-populated or press <F2> for choices.

Foreign Postal Code: Enter a Foreign Postal Code if not pre-populated.

Phone Number: Enter the telephone number if not pre-populated.

Pressing <F3> will display Page 2 of DD Form 214 Specific Information screen.

```
╔══════════════════════════════════════════════════════════════╗
║         DD Form 214 Specific Information (Page 2 of 3)        ║
║                   * CHANGING RECORD *                         ║
║ SSN: 999999999  Name: GREAT OUTDOORS            Rank: SFC     ║
║                                                               ║
║ Full Name:  Last: GREAT                                       ║
║            First: OUTDOORS                                    ║
║           Middle:                                             ║
║ PMOS/AOC: _____  ASI: __  SMOS: _____  ASI: __                ║
║ DOB: _____                                                ║
║ Effective Date of Rank: _____                            ║
║ Date of Separation: _____                                ║
║ Type of Separation:                                           ║
║ _____ ║
║ Reserve Obligation Termination Date: _____               ║
║ Last Duty UIC: _____  Last Duty Assignment: HHD 3/20 SF FLNG║
║ MACOM: RC  US ARMY RECRUITING COMMAND (USAREC)               ║
║ Place of Entry into Active Duty: _____  State: __ Country: __ ║
║ Active Duty Entry Date: _____                            ║
║                                                               ║
║        F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL║
║ Enter Soldier's Full Last Name (include 'Jr.', 'Sr.', 'II', etc. if applicable) ║
╚══════════════════════════════════════════════════════════════╝
```

Fields	Description
SSN:	The soldier's SSN will appear.
Name:	The soldier's name will appear.
Rank:	The soldier's rank will appear.
Full Name:	Enter name as it appears on DD Form 4/1 Enlistment/ Reenlistment document or DD Form 1966//6 or DA Form 4187. Name should include "Jr.," "Sr." or "II," if appropriate.
PMOS/AOC:	Enter the PMOS or AOC code as validated by DA Form 2A, 2-1, or the ORB or Orders.
ASI:	Enter the Primary ASI as validated by DA Form 2-A, 2-1, or the ORB or Orders.
SMOS:	Enter the Secondary MOS as validated by DA Form 2-A, 2-1, or the ORB or Orders. Regulation guidance for SMOS/AOC is AR 611-201, AR 611-101, and AR 611-212.
ASI:	Enter the Secondary ASI as validated by DA Form 2-A, 2-1, or the ORB or Orders. You may not duplicate an ASI that is listed as the Primary ASI.
DOB:	Enter date of birth.
Effective Date of Rank:	Enter effective date of promotion. Verify effective date of rank by DA Form 2-A, DA Form 2-1, ORB, or Orders.
Date of Separation:	Enter date of separation. Verify date of separation by Orders. Separation date may not be the contractual date if extended for make-up of lost time, for convenience of the Government, or if approved for early release such as a Chapter.
Type of Separation:	Enter the appropriate term as indicated on the separation order. Type of separation, is verified by AR 635-5.
Reserve Obligation Termination Date:	Enter Statutory Service Obligation Date. This obligation is incurred by all personnel on initial enlistment. If service member entered the Armed Forces before 01 June 1984, he must serve a period of six years. If service member entered the Armed Forces after 1 June 1984,

he must serve a period of eight years. The MSO starts on the date of initial enlistment and includes DEP. For soldiers discharged, dismissed, or dropped from the Army rolls, or who have an expired MSO or are within 90 days of their MSO, this field will be left blank and will be populated with zeros at print time.

Last Duty UIC:	Enter the current six-digit UIC as indicated on the separation Orders, DA Form 2-A, or ORB.
Last Duty Assignment:	Enter the last unit of assignment as indicated on separation Orders DA Form 2-A or ORB.
MACOM:	Enter the MACOM of last (current) unit and the corresponding two-character assignment code, IAW AR 680-29.
Place of Entry into Active Duty:	Enter the city and the state from where the soldier last entered or was ordered to active duty, as indicated on DD Form 4/1: item 4, or Orders of enlisted USAR/ARNG soldiers. An overseas enlistment address must include APO or FPO.
Active Duty Entry Date:	Enter the active duty entry date.

Pressing <F3> will display Page 3 of DD Form 214 Specific Information screen.

```
┌────────────────────────────────────────────────────────────┐
│        DD Form 214 Specific Information (Page 3 of 3)        │
│                   + CHANGING RECORD +                       │
│ SSN: 999999999  Name: GREAT OUTDOORS              Rank: SFC  │
│                                                              │
│ HOME OF RECORD:                 Same as: |                  │
│ Street: 999 HOPE AVE                                        │
│ City: FORT WORTH        State: TX  ZIP Code: 11111-1111     │
│ Foreign State: _____ Country: US  APO/FPO: ___   │
│ Gateway Area Code: __  Foreign Postal Code: _____       │
│ Phone Number: 817 981-8123                                  │
│                                                              │
│ SEPARATION/RETIREMENT ADDRESS:        Same as: __           │
│ Street: _____    │
│ City: _____  State: __  ZIP Code: _____-____     │
│ Foreign State: _____ Country: __  APO/FPO: ___   │
│ Gateway Area Code: __  Foreign Postal Code: _____       │
│ Phone Number: _____                       │
│                                                              │
│   F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL   │
├────────────────────────────────────────────────────────────┤
│ Enter CO, CU, NE, RE, SE, TR,; F2 = CHOICES                 │
└────────────────────────────────────────────────────────────┘
```

This screen displays information that is needed to produce the DD Form 214 separation document. Information contained in this screen can be changed where necessary and certain fields may be pre-populated from Soldier Information.

Field	Description
SSN:	The soldier's SSN will appear.
Name:	The soldier's name will appear.
Rank:	The soldier's rank will appear.
Home of Record:	Some of the fields for Home of Record (HOR), such as Gateway Area Code, APO/FPO, and Foreign Postal Code, are not required and may be left blank.
Same As:	Allows you to select a saved address. Press <F2> for choices and select the appropriate address.
Street:	Enter the street if not pre-populated.
City:	Enter the city if not pre-populated.

State:	Enter the state if not pre-populated or press <F2> for choices.
ZIP Code:	Enter a 5 or 9-digit zip code if not pre-populated.
Foreign State:	Enter the foreign state if not pre-populated.
Country:	Enter a country if not pre-populated or press <F2> for choices.
APO/FPO:	Enter APO or FPO, if not pre-populated, or press <F2> for choices.
Gateway Area Code:	Enter a gateway area code if not pre-populated or press <F2> for choices.
Foreign Postal Code:	Enter a foreign postal code if not pre-populated.
Phone Number:	Enter a phone number if not pre-populated.
Separation/Retirement Address:	Some of the fields for Separation or Retirement Address, such as Gateway Area Code, APO/FPO, and Foreign Postal Code, are not required fields and may be left blank.
Same As:	Allows you to select a saved address. Press <F2> for choices and select an appropriate address.
Street:	Enter a street address if not pre-populated.
City:	Enter a city if not pre-populated.
State:	Enter a state if not pre-populated.
ZIP Code:	Enter a 5 or 9-digit zip code if not pre-populated.
Foreign State:	Enter the foreign state if not pre-populated.
Country:	Enter a country if not pre-populated or press <F2> for choices.
APO/FPO:	Enter APO or FPO if not pre-populated.
Gateway Area Code:	Enter a gateway area code if not pre-populated or press <F2> for choices.
Foreign Postal Code:	Enter a foreign postal code if not pre-populated.
Phone Number:	Enter the phone number if not pre-populated.

Press <F3> to commit work or <F6> to cancel the operation. Pressing <F8/F4> will take you to the previous page.

5.3.1.6   MOS Information.

Selection of this option allows you to input MOS/AOC Information; Primary, Secondary, and Additional. This information is governed by AR-611-101, AR-611-201, and AR-611-212. Specific entry instructions can be found in AR-635-5. When you select this option from the "DD Form 214 Information Menu," the following screen appears.

Figure 5.3-10. MOS Information

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name will appear.
Rank:	The soldier's rank will appear.
Missing/Incomplete:	This field specifies whether MOS/AOC information is missing, unknown or incomplete. This occurs in cases of temporary or incomplete records. Enter <Y> if information is not available or incomplete, or enter <N> if information is available. Entry of <Y> in this field populates block 11 of the DD Form 214 with the statement "See block 18." Block 18 will automatically populate with statement "Separated from service on temporary records and soldier's affidavit."
MOS/AOC:	This field allows entry of MOS/AOC data. The first line of information should be used for Primary MOS/AOC. The second line of information is for Secondary MOS/AOC. Additional lines are used for other MOS/AOC information. The first two lines of the form may be pre-populated from information added before hand in the Soldier Information screen.
	For enlisted personnel, if not pre-populated, enter first five characters of MOS/AOC which will include the three characters of the MOS/AOC, the fourth character of skill and grade level, and the fifth character of a SQI, if applicable. Otherwise, the fifth character will be a "0."

For Commissioned Officers, enter the Primary AOC consisting of two-digits and one letter such as 31A.

For Warrant Officers, enter the four-character MOS/AOC and a fifth character SQI if applicable, or a "0." Regulation guidance for MOS/AOC is AR 611- 201, AR 611-101, and AR 611-212. Validate

MOS/AOC data by DA Form 2-A, DA Form 2-1, the ORB, or Orders. If MOS/AOC data is not recognized by the database, you will be required to enter the appropriate password in order to enter the MOS/AOC title.

ASI: Enter the ASI as validated by DA Form 2-A, 2-1, or the ORB or Orders.

```
┌───────────────────────────────┐
│      ASI Menu for MOS 00B02    │
│                                │
│ >00   NO ASI                   │
│  4A   RECLASSIFICATION TRAINING│
│  P5   MASTER FITNESS TRAINER   │
└───────────────────────────────┘
```

From: Enter the date MOS/AOC was awarded, or became effective. Validate information by DA Form 2-A, DA Form 2-1, the ORB, or Orders.

To: In most cases, this date will be date of separation. However, in some cases, the soldier may not be active in this MOS/AOC, therefore, this date would be the date prior to award of current active MOS/ AOC. Validate information by DA Form 2-A, DA Form 2-1, the ORB, or Orders.

Year: This field will be populated based on prior entry of the From and To dates. This is a protected field.

Month: This field will be populated based on prior entry of the From and To dates. This is a protected field.

Title: This field will be populated based on the MOS/AOC entry of the specific line. This is a protected field.

5.3.1.7 Service Time Worksheet.

Selecting this option from the "DD Form 214 Information Menu" shows the following screen.

```
┌──────────────────────────────────────────────────────────────┐
│              Service Time Worksheet (Page 1 of 2)            │
│                      *                 *                      │
│    SSN: 999999999  Name: GREAT OUTDOORS            Rank: SFC │
│                                                              │
│                    From        To     Time  Service Computed Time│
│ MPC Component A/I YYYY/MM/DD YYYY/MM/DD Lost  Period  YY MM DD Lost│
│  _  _____   _  _____  _____  _  _____  _ _ _  ___ │
│  _  _____   _  _____  _____  _  _____  _ _ _  ___ │
│  _  _____   _  _____  _____  _  _____  _ _ _  ___ │
│  _  _____   _  _____  _____  _  _____  _ _ _  ___ │
│  _  _____   _  _____  _____  _  _____  _ _ _  ___ │
│  _  _____   _  _____  _____  _      Totals : _ _ _  ___│
│                          Constructive Credit(MC/DC): _ _ _   │
│                                    Medical Internship: _ _ _ │
│ Edit Reserve Points: _  >>_____<<       TDRL: _ _ _  │
│ Edit Foreign/Sea Service Information: _  >>_____<<      │
│                                                              │
│         F8/F2 = BOTTOM; F8/F5 = PG DN; F8/F6 = PG UP         │
│              F3 = SAVE to commit work; F6 = CANCEL           │
│ Enter Soldier's Social Security Number; F2 = CHOICES         │
└──────────────────────────────────────────────────────────────┘
```

Figure 5.3-11. Service Time Worksheet

Use this worksheet to compute the length of service information needed by various forms to update a soldier's record of service.

Field	Description
SSN:	Enter the SSN of the soldier.
Name:	The soldier's name is populated from the database.

Rank:	The soldier's rank is populated from the database.
MPC:	Enter the Military Personnel Code (MPC) or Press <F2> for choices to select MPC.

Component:	Enter soldier's component or press <F2> for choices.
Active/Inactive:	Enter whether the soldier is active or inactive or press <F2> for choices to select.
From:	Enter the date the service period began.
To:	Enter the date the service period ended.
Time Lost:	Enter <Y> to edit the Time Lost form. Enter <N> to skip the Time Lost form. Once you exit this field the value will be changed to <Y> if there is time lost during this service period or <N> if there is not time lost during this service period. If you press <Y>, then the system will take you, to the Time Lost Screen.

Service Period:	Enter 'CURRENT' if the service period is part of the current active service period. Enter 'O PRIOR' if the service period appears on a previously issued DD Form 214. Enter 'S PRIOR' if the service period occurs prior to the current active service period but after the previously issued DD Form 214. If the soldier has not previously been issued a DD Form 214, all service prior to the current active service period is 'S PRIOR.' If the A/I field is set to 'I,' the only selections available will be 'O PRIOR' or 'S PRIOR.'

Computed YY MM DD:	This field shows the length of the service period in years, months, and days. Time lost will be accounted for in this total.
Time Lost:	This field will display the amount of time lost for the service period in days. Time lost will be set to '0' if the A/I field is set to 'I.'
Edit Reserve Points:	Enter <Y> to edit the Reserve Points or <N> to skip the Reserve

Points. Entering <Y> will display the following screen.

```
╔════════════════════════════════════════════════════════╗
║          Reserve Points for Service Computation          ║
║                  +  ADDING RECORD  +                     ║
║    SSN: 999999999  Name: GREAT OUTDOORS        Rank: SFC ║
║                                                          ║
║      From        To              POINTS EARNED    Points/║
║   YYYY/MM/DD  YYYY/MM/DD  Membersp Inact Duty Course Comp Period║
║   _____  _____   _____  ____ ____  ____ ____  _____  ║
║   _____  _____   _____  ____ ____  ____ ____  _____  ║
║   _____  _____   _____  ____ ____  ____ ____  _____  ║
║   _____  _____   _____  ____ ____  ____ ____  _____  ║
║   _____  _____   _____  ____ ____  ____ ____  _____  ║
║   _____  _____   _____  ____ ____  ____ ____  _____  ║
║   _____  _____   _____  ____ ____  ____ ____  _____  ║
║                                                          ║
║                                    TOTAL POINTS:      0  ║
║                                                          ║
║        F8/F2 = BOTTOM; F8/F5 = PG DN; F8/F6 = PG UP      ║
║          F3 = SAVE to commit work; F6 = CANCEL           ║
║ Enter Starting Date for this Period of Service           ║
╚════════════════════════════════════════════════════════╝
```

Enter the appropriate information and press <F3> to commit work.

Totals: The total service time and time lost will appear.

Edit Foreign/Sea Service   Enter <Y> to add or change foreign service or sea service
Information: information. Enter <N>, or leave blank to skip editing foreign service and sea service information. If information exists in the Foreign/Sea Service information "DATA EXISTS" will appear. If information does not exist, then "DATA DOES NOT EXIST" will appear. If you press <Y>, then the system will take you to the "Foreign Sea Service Information" screen as shown.

```
╔════════════════════════════════════════════════════════╗
║           Foreign/Sea Service Information                ║
║                + CHANGING RECORD +                       ║
║ SSN: 999999999  Name: GREAT OUTDOORS           Rank: SFC ║
║ FOREIGN SERVICE    (MISSING/INCOMPLETE): Y               ║
║   FROM: 1935/06/05 TO: 1939/08/18  FROM: 1942/06/05 TO: 1945/03/29║
║   FROM: 1951/06/07 TO: 1958/12/06  FROM: 1966/08/07 TO: 1975/04/08║
║   FROM: 1981/01/02 TO: 1986/06/03  FROM: 1992/05/06 TO: 1992/12/06║
║   FROM: _____ TO: _____   FROM: _____ TO: _____ ║
║   FROM: _____ TO: _____   FROM: _____ TO: _____ ║
║   FROM: _____ TO: _____   FROM: _____ TO: _____ ║
║                                                          ║
║      Foreign Service Reported Above:  29 Yrs  2 Mos  6 Days║
║          Additional Foreign Service:   0 Yrs  0 Mos  0 Days║
║               Total Foreign Service:  29 Yrs  2 Mos  6 Days║
║ SEA SERVICE       (MISSING/INCOMPLETE): N                ║
║   FROM: 1940/06/03 TO: 1942/03/08   FROM: _____ TO: _____║
║              Total Sea Service:     1 Yrs  9 Mos  6 Days  ║
║          F3 = SAVE to commit work; F6 = CANCEL           ║
║ Enter 'Y' or 'N'; F2 = CHOICES                           ║
╚════════════════════════════════════════════════════════╝
```

Use this screen to capture information on Foreign and sea service for the soldier.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Foreign Service:	Enter periods of service for the current active service period in which the soldier is credited with Foreign Service. See AR 614-30 for further information.
Missing/Incomplete:	Enter <Y> if the Foreign Service information is missing or incomplete.
From:	Enter the beginning date.
To:	Enter the ending date.

Additional Foreign Service:	Enter total of Foreign Service periods for which specific dates are not known. Foreign Service must occur, during the current active service period and must not include specific periods entered in the date ranges above.
Sea Service:	Enter periods of service for the current active service period in which the soldier is credited with sea service.
Missing/Incomplete:	Enter <Y> if the sea service information is missing or incomplete.
From:	Enter the beginning date, as YYYY/MM/DD.
To:	Enter the ending date, as YYYY/MM/DD.

Press <F3> to commit work. This will take you back to Page 1 of Service Time Worksheet. Press <F3> again. In case retired pay addendum is required for this soldier, then a reminder screen will appear. Pressing <Enter> will take you to Page 2 of Service Time Worksheet.

```
┌──────────────────────────────────────────────────────────┐
│               Service Time Worksheet (Page 2 of 2)        │
│                     * CHANGING RECORD *                    │
│     SSN: 999999999  Name: GREAT OUTDOORS        Rank: SFC  │
│                                                            │
│ Active Service from Prior DD214 Missing/Incomplete: N      │
│ Inactive Service from Prior DD214 Missing/Incomplete: N    │
│                                                            │
│                              Active     Inactive    Total  │
│                             YY MM DD    YY MM DD   YY MM DD │
│ Prior Service On Previous DD Form 214    0  0  0    0  0  0   0  0  0 │
│ Prior Service Since Last DD Form 214     0  0  0    0  0  0   0  0  0 │
│ Total Prior Service                      0  0  0    0  0  0   0  0  0 │
│                                                            │
│ Net Service This Period     67  3 26               67  3 26 │
│ Constructive Credit                                 0  0  0 │
│ Temporary Disability Ret List                       0  0  0 │
│ Total Service               67  3 26    0  0  0    67  3 26 │
│ Section 1405 Service        67  3 26                       │
│                                                            │
│   F3 = SAVE to commit work; F8/F1 = PRINT; F0/F4 = PREV PAGE; F6 = CANCEL │
│ Enter 'Y' or 'N'; F2 = CHOICES                             │
└──────────────────────────────────────────────────────────┘
```

This screen is primarily for display purposes to facilitate a review of the various types of total service times needed by transition officers and retirement officers.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Active Service from prior DD214 Missing/Incomplete:	Enter <Y> or <N>.
Inactive Service from Prior DD214 Missing/Incomplete:	Enter <Y> or <N>.
Prior Service on Previous DD Form 214:	
Active:	Enter years, months, and days of active service on the previously issued DD Form 214. If Page 1 of the service time worksheet contains any service periods in which the SERVICE PERIOD is 'O PRIOR,' this field is protected and calculated.
Inactive:	Enter years, months, and days of inactive service on the previously issued DD Form 214. If Page 1 of the service time worksheet contains any service periods in which the SERVICE PERIOD is 'O PRIOR,' this field is protected and calculated.
Total:	The total of the 'Active and Inactive' time will appear.

Prior Service since Last DD Form 214:

Active:	The total active service that has occurred prior to the current active service period but after the previously entered DD Form 214 will appear. If the soldier has not previously been issued a DD Form 214, all prior active service will appear here.
Inactive:	The total inactive service that has occurred prior to the current inactive service period but after the previously entered DD Form 214 will appear. If the soldier has not previously been issued a DD Form 214, all prior inactive service will appear here.
Total:	The total of the 'Active and Inactive' time will appear.

Total Prior Service:

Active:	The total of the Active Prior Service On Previous DD Form 214 and Active Prior Service Since Last DD Form 214 will appear.
Inactive:	The total of the Inactive Prior Service On Previous DD Form 214 and Inactive Prior Service Since Last DD Form 214 will appear.
Total:	The total of the 'Active and Inactive' time will appear.

Net Service This Period:

Active:	The total active service for the current service period will appear.
Total:	The total of the Active time will appear.

Total Service:
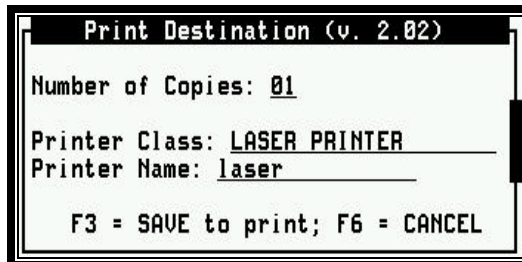
Active:	The total active service for the soldier will appear.
Inactive:	The total inactive service for the soldier will be displayed.
Total:	The total of the active and inactive time will appear.
Section 1405 Service:	The sum of the Total Active Service, inactive time prior to June 1, 1958, and the reserve officer points will appear. Inactive time prior to June 1, 1958 should be entered on Page 1 for it to include in this computation.

Press <F3> to commit work. Pressing <F8/F1> will take you to printer destination screen shown.

```
╔═══════════════════════════════════╗
║     Print Destination (v. 2.02)     ║
║                                     ║
║ Number of Copies: 01                ║
║                                     ║
║ Printer Class: LASER PRINTER        ║
║ Printer Name: laser                 ║
║                                     ║
║    F3 = SAVE to print; F6 = CANCEL  ║
╚═══════════════════════════════════╝
```

This form allows you to enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. After entering the information, press <F3> to print the document or <F6> to cancel.

5.3.1.8   Badges and Tabs, Awards, and Decorations.

Use this option to compile data for soldiers' badges and tabs, awards, and decorations. Entries will be for ALL periods of service. Entries validate through the soldier's service records (such as Orders, DA Form 2-1, the ORB, prior DD Form 214, and/or Certificates). Regulation for guidance is AR 672-5-1.

Selection of this option will allow you to input all decorations, awards, badges, and tabs awarded to the soldier for all periods of duty. When you select this option from the "DD Form 214 Information Menu," the following screen appears.

Figure 5.3-12. Badges and Tabs, Awards, and Decorations

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Badges and Tabs, Awards, and Decorations (Missing/ Incomplete):	This field specifies whether award information is missing, unknown, or incomplete. This event may result from temporary or incomplete records. Enter <Y> if information is not available or incomplete, or enter <N> if information is available. Entry of <Y> in this field populates block 13 of DD Form 214 with the statement "See block 18." Block 18 automatically populates with the statement "Separated from service on temporary records and soldier's affidavit."
Badges and Tabs:	Enter badges and tabs abbreviations directly into the fields or press <F2> for choices and "MARK" one or more selections by pressing <F2>. The fields populate with the choices after you press <Enter>. You may press <F2> for choices and UNMARK inappropriate selections or delete selections from the particular field.

| Awards and Decorations: | Enter awards and decorations abbreviations (if known) directly into the fields or press <F2> for choices and "MARK" one or more selections by pressing <F2>. The fields will populate with the choices after you |

press <Enter>. You may press <F2> for choices and "UN-MARK" inappropriate selections, or delete the selection from the particular field.

```
┌──────────────── Awards and Decorations Menu ────────────────┐
│                                                              │
│ AFAM        AIR FORCE ACHIEVEMENT MEDAL                      │
│ AFASR       AIR FORCE AVIATION SERVICE RIBBON                │
│ AFBMTHGR    AIR FORCE BASIC MILITARY TRAINING HONOR GRADUATE RIBBON │
│ AFCM        AIR FORCE COMMENDATION MEDAL                     │
│ AFC         AIR FORCE CROSS                                  │
│ GCMDL-AF    AIR FORCE GOOD CONDUCT MEDAL                     │
│ AFLSAR      AIR FORCE LONGEVITY SERVICE AWARD RIBBON         │
│ AFEXC       AIR FORCE ORGANIZATIONAL EXCELLENCE AWARD        │
│ AFEXCVDEV   AIR FORCE ORGANIZATIONAL EXCELLENCE AWARD W/V DEVICE │
│ AFOUA       AIR FORCE OUTSTANDING UNIT AWARD                 │
│ AFOUAVDEV   AIR FORCE OUTSTANDING UNIT AWARD W/V DEVICE      │
│ AFOSLTR     AIR FORCE OVERSEAS LONG TOUR RIBBON              │
│ AFOSSTR     AIR FORCE OVERSEAS SHORT TOUR RIBBON             │
│ AFRR        AIR FORCE RECOGNITION RIBBON                     │
│ AF-TRN      AIR FORCE TRAINING RIBBON                        │
│ AM          AIR MEDAL                                        │
│ AMVDEV      AIR MEDAL W/V DEVICE                             │
│                                                              │
│F2 = MARK to select; RETURN to commit; F6 = CANCEL           │
└──────────────────────────────────────────────────────────────┘
```

Press <F3> to commit work or <F6> to cancel. Pressing <F3> shows the following screen.

```
┌──────────── Badge, Award or Decoration Quantity ────────────┐
│                                                              │
│ Badge, Award or Decoration:                                 │
│ AFAM        AIR FORCE ACHIEVEMENT MEDAL                      │
│                                                              │
│ Quantity: 1_                                                 │
│                                                              │
│            F3 = SAVE to continue; F6 = CANCEL                │
└──────────────────────────────────────────────────────────────┘
```

Use this screen to enter the number of times the soldier has earned certain badges, awards, and decorations.

Field	Description
Badge, Award or Decoration:	This protected field is pre-populated with the menu line for the badge, award, or decoration being processed.
Quantity:	Enter the number of times this badge award or decoration has been earned.

Press <F3> to commit work or <F6> to cancel.

5.3.1.9   Military Education Information.

Use this option for compilation of data for soldier's military education. All formal in service (full-time attendance) training that was successfully completed during this period of service will be entered. Command and General Staff and Senior Service Colleges, Senior Warrant Officer Course, and SGM Academy non-resident courses may be included when successfully completed by correspondence. Other non-resident courses will not be listed. This information is to assist the soldier after separation in job placement and counseling, so training courses for combat skills will not be listed. Entries will be validated through the soldier's service records (Orders, DA Form 2-1, the ORB, Certificates and Course Evaluations).

Selection of this item allows you to input all in-service training courses during the current period of active duty. The governing regulation for guidelines is AR-635-5. Refer to DA Pam 351-4 for appropriate course titles and number of weeks. Other regulations, which may be used for appropriate titles are AR 611- 201, AR 611-101, and AR 611-212. When you select this option from the "DD Form 214 Information Menu," the following screen will appear.

Figure 5.3-13. Military Education Information

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Missing/Incomplete:	This field specifies whether Military Education information is missing, unknown or incomplete. This occurs in cases of temporary or incomplete records. Enter <Y> if information is not available or incomplete, or enter <N> if information is available. Entry of <Y> in this field populates block 14 with the statement "See block 18." Block 18 will automatically populate with statement "Separated from service on temporary records and soldier's affidavit."
Course Title:	Enter course title as it appears on DA Form 2-1, the ORB, Certificate, Course Evaluation or Orders (40 hours or more). If course title is questionable, refer to DA Pam 351-4, AR 611-201, AR 611-101 or AR 611-102 for appropriate title.
Weeks:	Enter duration of course, in weeks. Entry must be a minimum of one week.
Completion Date:	Enter date course was completed. Date should be entered in the form YYYY/MM (Year/Month entry is all that is required). If only the year of completion is known, enter YYYY/00.

Press <F3> to commit work or <F6> to cancel.

5.3.1.10 DD Form 214 Remarks Information.

This menu displays information required by HQDA, for which a separate block is not available and for completing entries that are too long for their blocks, such as continuations. You have the option to select a remark or to create free-form remarks if the available remarks are not suitable. When you select this option from the "DD Form 214 Information Menu," the following screen will appear.

Figure 5.3-14. DD Form 214 Remarks Information

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Continuous Honorable Active Service:	Enter <Y> if this remark applies. Select this remark for soldiers who have re-enlisted during this period of service without being issued a DD Form 214 and who are being separated with any characterization of service except "Honorable."
From:	Enter first day of service for which a DD Form 214 was not issued.
To:	Enter the date before commencement of current enlistment.
Immediate Reenlistment this period:	Enter <Y> if this remark applies. Select this remark for soldiers who have previously re-enlisted. List reenlistment periods for which a DD Form 214 was not issued.
From:	Enter first day of service for which a DD Form 214 was not issued.
To:	Enter the date before commencement of next period of enlistment.
Subject to Active Duty Recall by the Secretary of the Army:	Enter <Y> if this remark applies. Select this remark for all soldiers retiring from active duty for length of service.
Subject to Active Duty Recall, Muster Duty and/ or Annual Screening:	Enter <Y> if this remark applies. Select this remark for all soldiers being transferred to the Individual Ready Reserve (IRR), and who have a remaining statutory service obligation.
Block 6 Period of Delayed Entry Program:	Enter <Y> if this remark applies. Select this remark for all soldiers who have DEP time included in date of Block 6 of DD Form 214; Block 6 is "Ending Date of Statutory Service Obligation."
From:	Enter date of enlistment from item 5, DD Form 4/1 ONLY if item 8a of DD Form 4/1 is completed; this designates if the DEP period actually exists.
To:	Enter the date before commencement of current period of enlistment.

Pressing <F3> will display Page 2 of DD Form 214 Remarks Information screen.

```
╔══════════════════════════════════════════════════════════════╗
║            DD Form 214 Remarks Information (Page 2 of 6)        ║
║                      * CHANGING RECORD *                       ║
║   SSN: 999999999         NAME: GREAT OUTDOORS       RANK: SFC  ║
║ REMARKS (CONTINUED)                                            ║
║ N F. EXTENSION OF SERVICE WAS AT THE REQUEST AND FOR THE       ║
║       CONVENIENCE OF THE GOVERNMENT.                           ║
║ N G. RETIRED LIST GRADE: ___                                   ║
║ N H. USAR RET GRADE: ___                                       ║
║ N I. DISCHARGED FROM ENLISTED STATUS IN RETIRED GRADE ___ AND PLACED ║
║       ON RETIRED LIST AS INDICATED IN RETIREMENT ORDER.        ║
║ N J1. SEPARATED FROM SERVICE ON TEMPORARY RECORDS AND SOLDIER'S AFFIDAVIT. ║
║ N J2. DD FORM 215 WILL BE ISSUED TO PROVIDE MISSING INFORMATION. ║
║ N K. SEL, REG OR ENL BONUS: _   AMOUNT: _____   DATE: _____ ║
║ N L. RETAINED IN SERVICE ___ DAYS: FROM: _____ TO: _____ ║
║       FOR THE CONVENIENCE OF THE GOVERNMENT PER: _____ ║
║ N M. SERVICE IN SWA FROM: _____   TO: _____            ║
║                   FROM: _____   TO: _____              ║
║                   FROM: _____   TO: _____              ║
║                                                                ║
║        F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL ║
║ Enter 'Y' or 'N'; F2 = CHOICES                                 ║
╚══════════════════════════════════════════════════════════════╝
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Extension of Service was at the request and for the convenience of the Government:	Enter <Y> if this remark applies. Extension of service applies to soldiers who have at least one period of service extended (except those extended under 10 USC 972). Extension of service should be validated by a new service agreement for a specified period.
Retired List Grade:	Enter <Y> if this remark applies. This remark applies when an enlisted soldier of the RA or an Army Warrant Officer is retired after completing thirty or more years of active military service. Enter grade to which advanced on the retired list as indicated on the retirement order, such as "RETIRED LIST GRADE: CPT."
USAR Retired Grade:	Enter <Y> if this remark applies. This remark applies when an enlisted soldier is retired for disability in a Commissioned or Warrant Officer grade. Enter the grade in which retired, such as "USAR RET GRADE: MAJ."
Discharged from enlisted status in retired grade:	Enter <Y> if this remark applies. This remark applies when an enlisted soldier is discharged to retire as a Commissioned or Warrant Officer. Enter retired grade, such as "DISCHARGED FROM ENLISTED STATUS IN RETIRED GRADE: MAJ," as indicated in the retirement order. The governing regulation is AR 310-10.
Separated from service on temporary records:	Enter <Y> if this remark applies. This remark applies when a temporary Form 201 (MPRJ) is used to prepare a DD Form 214 and separate a soldier. This remark could be pre-populated if any "Missing/Incomplete" field has a value of <Y>.
DD Form 215 will be issued:	Enter <Y> if this remark applies. This remark will pre-populate if the previous remark is selected. This remark also applies if a soldier is separated on an INCOMPLETE record. You must select <Y> in this case.
SEL, REG, OR ENL Bonus:	Enter <Y> if this remark applies. This remark applies when an enlistment or reenlistment bonus was paid. If information is available, enter bonus type code, or press <F2> for choices.
Amount:	Enter amount paid, if available.
Date:	Enter date, if available.

Retained in Service:	Enter <Y> if this remark applies. This remark applies when a soldier is retained beyond the date of expiration of term of service (ETS). The term "Retained in service" means the continuance from the current period of service beyond the contractual ETS date. The number of days will be calculated using the FROM and TO dates as entered. The field containing the number of days is protected.
From:	Enter the date following the contractual ETS date.
To:	Enter the date of separation. This date may be verified by the separation Order.
For the convenience of the Government PER:	Enter the authority for retention, such as AR 635-200.
Service in SWA:	Enter <Y> if this remark applies. This remark applies when a soldier served in Southwest Asia, and contiguous waters or airspace there over. These areas are: the Persian Gulf; Red Sea; Gulf of Oman; Gulf of Aden; portion of the Arabian Sea that lies north of 10° North Latitude and west of 68° Longitude as well as the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, and Qatar. Members who served in Israel, Egypt, Turkey, Syria, Jordan (including the airspace and territorial waters), are also considered as service in SWA.
From:	Enter the date of first day of tour. This date can be validated by Orders, DA Form 2-1, and the ORB. If these documents are not available, finance records may be used to obtain the date (day that hostile pay began).
To:	Enter the date of final day of tour. This date can be validated by Orders, DA Form 2-1, and the ORB. If these documents are not available, finance records may be used to obtain the date (hostile pay ended).

Press <F3> to commit work or <F6> to cancel. Pressing <F8/F4> will take you to the previous page if you wish to make any changes in Page 1 of DD Form 214 remarks information. Pressing <F3> will display Page 3 of DD Form 214 Remarks Information.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
DISAB SEV, READJ, SEP PAY,SEV,SSB:	Enter <Y> if this remark applies. This remark applies when a soldier receives disability severance, readjustment,

	severance, separation, or special separation benefit payment. Enter appropriate code for type of bonus or press <F2> for choices. Type of payment can be verified by the separation Order.
Amount:	Enter amount of benefit payment received. Amount of benefit payment is established by the Finance and Accounting Office (FAO).
VSI Pay Amount:	Enter <Y> if this remark applies. This remark applies when soldier receives Voluntary Separation Incentive benefit payment. Enter amount of benefit payment received, this can be verified by the separation Order.
For:	Enter the number of years benefit payment will be paid. This information can be obtained from the separation Order.
Item 12D Above:	Enter <Y> if this remark applies. This remark applies when a soldier had previous active duty in the ARNG or USAR and information may not be documented on previous Orders, such as weekend training.
Individual completed period for which ordered to Active Duty:	Enter <Y> if this remark applies. This remark applies when the soldier was ordered to active duty specifically for duty in support of a particular operation or military campaign; this statement will apply to all personnel who served in SWA, or who may serve in future operation. This remark is important for future benefits or awards which may be approved by HQDA.
Retention Authorized for:	Enter <Y> if this remark applies. This remark applies when a soldier is retained beyond the date of ETS, for national security purposes. (Retained in service is the continuance from the current period of service beyond the contractual ETS date). The number of days will be calculated using the FROM and TO dates as entered. The field containing the number of days is protected.
From:	Enter the date following the contractual ETS date.
To:	Enter the date of separation. This date ordinarily would be the date directed by the Secretary of the Army, soldier generally will be separated on self- terminating orders.
As essential to National security, 10 USC:	Enter USC code, as stipulated on the orders to active duty.
Ordered to Active Duty in Support of:	Enter <Y> if this remark applies. This remark applies when a soldier is ordered to active duty in support of a particular operation or military campaign. Enter the appropriate name for the campaign. This may be obtained from the orders to active duty, or may be determined by the Secretary of the Army.
IAW 10 USC:	Enter USC code, as stipulated on the order to active duty.

Press <F3> to commit work or <F6> to cancel. Pressing <F8/F4> will take you to the previous page if you wish to make any changes in Page 2 of DD Form 214 remarks information. Pressing <F3> will display Page 4 of DD Form 214 Remarks Information.

```
┌─────────────────────────────────────────────────────┐
│        DD Form 214 Remarks Information (Page 4 of 6)  │
│                    * CHANGING RECORD *                │
│   SSN: 999999999      NAME: GREAT OUTDOORS      RANK: SFC │
│ REMARKS (CONTINUED)                                   │
│ N S1. BLOCK1: OTHER NAME/S OF RECORD: _____ │
│                                       _____ │
│                                       _____ │
│                                       _____ │
│ N S2. OTHER DATE/S OF BIRTH OF RECORD: _____  _____ │
│ N S3. OTHER SSN/S OF RECORD: _____  _____           │
│ N T. EXCESS LEAVE ____ DAYS: FROM: _____ TO: _____  │
│      (CREDITABLE FOR ALL PURPOSES EXCEPT PAY AND ALLOWANCES) │
│ N U. BLOCK 12C, USMA CADET FROM: _____ TO: _____    │
│      (SERVICE NOT CREDITABLE FOR ANY PURPOSE IN COMMISSIONED OFFICER STATUS) │
│ N V. PRISONER OF WAR FROM: _____ TO: _____          │
│      LOCATION: _____                         │
│ N V1. BLOCK 25:  ORDERS NUMBER _____ DATED _____    │
│ N V2. AMENDED BY: ORDERS NUMBER _____ DATED _____   │
│                                                       │
│      F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL │
│ Enter 'Y' or 'N'; F2 = CHOICES                        │
└─────────────────────────────────────────────────────┘
```
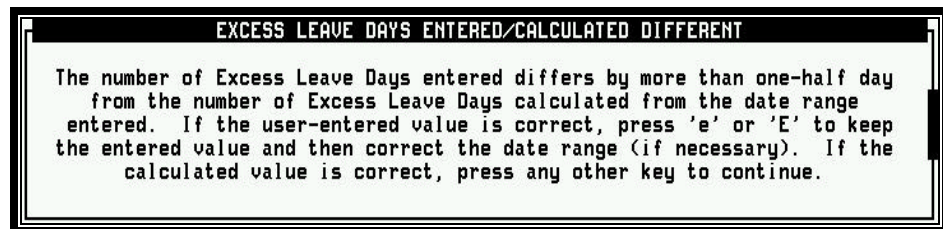
Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Block1: Other Name/s of Record:	Enter <Y> if this remark applies. Enter the name or names as appears in DD Form 1966/6 or in DA Form 4187 or in previous DD Form 214 or in any other place in soldier's record where name appears in any other form than as entered on the initial DD Form 4/1 (Enlistment Contract). In most cases, this remark would apply to soldiers who have married and completed official name changes. If more than four name changes, you will need to use free form.
Other Date/s of Birth of Record:	Enter <Y> if this remark applies. Enter date/s of birth as appears on any other form than as entered on the initial DD Form 4/1 (Enlistment Contract). Other dates of birth may be noted on previous DD Form 214, DA Form 428 (Application for ID Card), or DD Form 1966/5 item 45. If more than two dates of birth, user will need to use free form.
Other SSN/s of Record:	Enter <Y> if this remark applies. Enter SSN/s as appears on any other form than as entered on the initial DD Form 4/1 (Enlistment Contract). Other SSN/s may be noted on previous DD Form 214 or DA Form 428 (Application for ID Card), or DD Form 1966/5 item 45. If more than two SSNs, you need to use free-form.
Excess Leave:	Enter <Y> if this remark applies. This remark applies when a soldier does not have accrued leave for which he can be paid. Most often this occurs in cases of soldiers who are awaiting appellate reviews for other than honorable discharges, soldiers separated under hardship conditions, and soldiers separated for medical reasons. The days may be entered by you and must be in full or half-day increments (e.g., 12, 4.5, 5.0); otherwise they will be calculated based on the FROM and TO dates. If you do not enter the days in the correct format, then the following warning message will appear.

```
┌─────────────────────────────────────────────────────┐
│           WARNING - NUMBER OF DAYS ERROR              │
│                                                       │
│        The value entered does not conform to standards.      │
│   The value needs to be in either full or half-day increments.│
│       Use either '.0' or '.5' for the decimal value.        │
│                                                       │
│                  RETURN to continue                   │
└─────────────────────────────────────────────────────┘
```
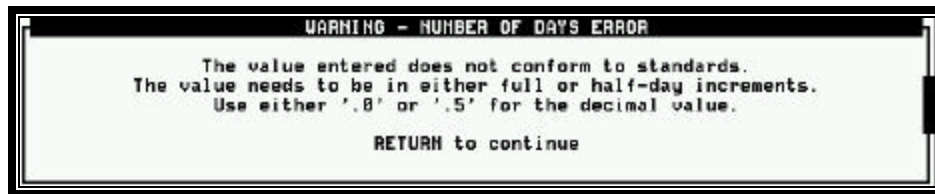
From:	Enter date on which unpaid excess leave began. Beginning date may be obtained from DA 4187 (Personnel Action), and/or DA Form 31 (Request for Leave), or memorandum.
To:	Enter date on which unpaid excess leave ends. Ending date will be the separation date and will be obtained from the separation order. After you enter the dates, the system shows the following message.

```
┌─────────────────────────────────────────────────────┐
│       EXCESS LEAVE DAYS ENTERED/CALCULATED DIFFERENT  │
│                                                       │
│   The number of Excess Leave Days entered differs by more than one-half day│
│      from the number of Excess Leave Days calculated from the date range   │
│   entered.  If the user-entered value is correct, press 'e' or 'E' to keep  │
│   the entered value and then correct the date range (if necessary).  If the │
│         calculated value is correct, press any other key to continue.       │
└─────────────────────────────────────────────────────┘
```

Block 12C, USMA Cadet:	Enter <Y> if this remark applies. This remark applies when a soldier served in the United States Military Academy as a cadet. Information will be verified either by an Order or by DA Form 2-1.
From:	Enter date soldier began cadet duty.
To:	Enter the date soldier completed, or was released from cadet duty, or separation date.
Prisoner of War:	Enter <Y> if this remark applies. This remark applies if a soldier has been in POW status, whether or not eligible for award of the POW medal.
From:	Enter the date of capture. This information may be obtained from DA Form 2-1 item 35, for enlisted soldiers and the ORB for Officers.
To:	Enter the date of release from captivity. This information may be obtained from DA Form 2-1 item 35, for enlisted soldiers and the ORB for Officers.
Location:	Enter the Country where the soldier was held captive. This information may be obtained from DA Form 2-1 item 35, for enlisted soldiers and the ORB for Officers.
Block 25:	Enter <Y> if this remark applies. This remark applies when soldier is separated on self-terminating orders, such as USAR/ARNG soldiers who are ordered to active duty for training.
Orders Number:	Enter the orders number from the order to active duty.
Dated:	Enter the date from the order to active duty.
Amended by:	Enter <Y> if this remark applies. This remark applies if the basic order to active duty has been amended. If more than one amendment, user will need to use free form.
Orders Number:	Enter the orders number from the order to active duty.
Dated:	Enter the date from the order to active duty.

Press <F3> to commit work or <F6> to cancel. Pressing <F8/F4> takes you to the previous page if you wish to make any changes in Page 3 of DD Form 214 remarks information. Pressing <F3> will display Page 5 of DD Form 214 Remarks Information.

```
┌──────────────────────────────────────────────────────────────────┐
│         DD Form 214 Remarks Information (Page 5 of 6)              │
│                     * CHANGING RECORD *                            │
│    SSN: 999999999        NAME: GREAT OUTDOORS         RANK: SFC    │
│    REMARKS (CONTINUED)                                             │
│ Y  X. MEMBER HAS____ COMPLETED FIRST FULL TERM OF SERVICE.         │
│ N  Y. SERVICE IN SOMALIA FROM: _____  TO: _____          │
│                          FROM: _____  TO: _____          │
│                          FROM: _____  TO: _____          │
│ N  Z. NOT ELIGIBLE FOR SEPARATION PAY; SIGNED DECLINATION FOR CONTINUED │
│       SERVICE, DA FORM 4991-R.                                     │
│ N  AA. MEMBER IS ENTITLED TO ____ INVOLUNTARY SEPARATION PAY.      │
│                                                                    │
│        F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL     │
└──────────────────────────────────────────────────────────────────┘
```

This screen displays information required by HQDA, for which a separate block is not available and for completing entries that are too long for their blocks (i.e. continuations). You have the option to select a remark or to create free-form remarks if the available remarks are not suitable.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Member has/has not completed first full term of service:	Enter <Y> if this remark applies.
Service in Somalia:	Enter <Y> if this remark applies. This remark applies when a soldier served in Somalia.
From:	Enter the date of first day of tour. This date can be validated by Orders, DA Form 2-1 and the ORB. If these documents are not available, finance records may be used to obtain the date (day that hostile pay began).
To:	Enter the date of final day of tour. This date can be validated by Orders, DA Form 2-1 and the ORB.
Not eligible for separation pay; signed declination for continued service, DA Form 4991-R:	Enter <Y> if this remark applies.

Pressing <F3> will display Page 6 of DD Form 214 Remarks Information.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Free Form:	Enter <Y> if this remark applies. Free Form applies to any additional remarks, which may not have been listed as choices. You should use "//" to separate each item of Free Form such as Other DOB of record 1967/01/01//Other SSN of record 123456789. Should Free Form information apply to a specific block of information on the DD Form 214, the Free Form remark should begin: 'Block XX": where XX= Block Number from the DD Form 214.

Press <F3> to commit work or <F6> to cancel. Pressing <F8/F4> will take you to the previous page. Pressing <F8/F1> will take you to printer destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. After entering the information, press <F3> to print the document or <F6> to cancel.

5.3.1.11 Print DD Form 214 or Worksheet.

When you select this option from the "DD Form 214 Information Menu," the following sub-menu appears.

Figure 5.3-15. Print DD Form 214 or Worksheet

5.3.1.12 Print DD Form 214.

Selection of this menu from the "Print DD Form 214 or Worksheet Menu" will allow you to print the DD Form 214. Selection of this option from the "Print DD Form 214 or Worksheet Menu" will display the following screen.

Figure 5.3-16. Print DD Form 214

This screen will enable you to select how the soldier's signature block will appear on the DD Form 214.

- ??   Selection of "SOLDIER WILL SIGN" will leave the signature block blank.
- ??   Selection of "SOLDIER REFUSED TO SIGN" will populate the signature block with the text "SOLDIER REFUSED TO SIGN."
- ??   Selection of "SOLDIER NOT AVAILABLE TO SIGN" will populate the signature block with the text "SOLDIER NOT AVAILABLE TO SIGN."

Highlighting your selection and pressing <Enter> will produce the following screen.

```
┌─ DD Form 214 Signature Block Browse Menu ─┐
│                                           │
│>1    LTC   NATASHA FATALE                 │
│ 2            NULL TEST                     │
└───────────────────────────────────────────┘
```

Highlight the signature block you wish to select and press <Enter>. This will display the following screen.

```
┌──────────── Select Document Printers ────────────┐
│                                                   │
│      Printer for Laser-Printed Forms:             │
│          Printer Name:  laser                     │
│                                                   │
│  How do you want the DD Form 214 to be printed? LAS│
│                                                   │
│      Draft Printer Number One:                    │
│          Printer Name:  N/A                       │
│                                                   │
│      Draft Printer Number Two:                    │
│          Printer Name:  N/A                       │
│                                                   │
│      Printer for Continuation Pages/Variance:     │
│          Printer Class: N/A                       │
│          Printer Name:  N/A                       │
│                                                   │
│      F3 = SAVE to continue; F6 = CANCEL to abort  │
└───────────────────────────────────────────────────┘
```

This form allows you to select the printer name and printer class. Enter the printer name and printer class. Pressing <F3> will print the worksheet or <F6> will cancel the printing operation. In case there is no signature block in the database, then an error message will appear.

5.3.1.13 Print Worksheet.

When you select this option from the "Print DD Form 214 or Worksheet Menu," the printer select screen will appear.

```
┌──── Print Destination (v. 2.02) ────┐
│                                     │
│  Number of Copies: 01               │
│                                     │
│  Printer Class: LASER PRINTER       │
│  Printer Name: laser                │
│                                     │
│     F3 = SAVE to print; F6 = CANCEL │
└─────────────────────────────────────┘
```

Figure 5.3-17. Print Worksheet

Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. After entering the information, press <F3> to print the worksheet or <F6> to cancel.

5.3.1.14 Print Blank Worksheet.

When you select this option from the "Print DD Form 214 or Worksheet Menu," the printer select screen will appear.

```
┌────────────────────────────────────────┐
│        Print Destination (v. 2.02)      │
│                                         │
│  Number of Copies: 01                   │
│                                         │
│  Printer Class: LASER PRINTER           │
│  Printer Name: laser                    │
│                                         │
│     F3 = SAVE to print; F6 = CANCEL     │
└────────────────────────────────────────┘
```

Figure 5.3-18. Print Blank Worksheet

Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. After entering the information, press <F3> to print the worksheet or <F6> to cancel.

5.3.1.15 Service Time Worksheet.

This worksheet is used to compute the length of service information needed by various forms to update a soldier's record of service. Refer to Section 5.3.1.7 for more details in entering the fields.

5.3.1.16 DA Form 31 Information.

This form is used to collect information needed to generate a Request and Authority for Leave. When you select this option from the "Transition Menu," the following screen will appear.

```
┌─────────────────────────────────────────────────────────────────┐
│                      DA Form 31 Information                       │
│                    * _____ *                            │
│  SSN: 999999999  Name: ENLISTED GUY              Rank: PV1        │
│                                                                   │
│  Transition Leave From: _____   To: _____               │
│    Permissive TDY From: _____   To: _____               │
│       Excess Leave From: _____  To: _____               │
│                                                                   │
│  Number of Days Accrued Leave: ____  Number of Days Advanced Leave: ____ │
│                                                                   │
│  APPROVING AUTHORITY:                    Rank: ___                │
│  Name: _____      Title: _____   │
│                                                                   │
│  TRANSITION LEAVE ADDRESS:        Same as: __                     │
│  Street: _____   │
│  City: _____  State: __  Foreign State: _____  │
│  APO/FPO: ___   Gateway Area Code: __ ZIP Code: _____-____         │
│  Country: __  Foreign Postal Code: _____                      │
│  Phone Number: _____                       │
└─────────────────────────────────────────────────────────────────┘
```

Figure 5.3-19. DA Form 31 Information

This screen allows you to record the soldier's transition/excess leave.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Transition Leave From:	Enter the date that the soldier's transition leave began.
Transition Leave To:	Enter the date that the soldier's transition leave ended.
Permissive TDY From:	Enter the date that the soldier's permissive TDY began.
Permissive TDY To:	Enter the date that the soldier's permissive TDY ends.
Excess Leave From:	Enter the date that the soldier's excess leave has began.
Excess Leave To:	Enter the date that the soldier's excess leave ends.
Number of Days Accrued Leave:	Enter the number of leave days that the soldier has accrued. **Note**: The soldier's accrued leave and advanced leave must equal the

number of days within the Transition Leave date range.

Number of Days	Enter the number of days of advanced leave is permitted.
Advanced Leave:	**Note**: The soldier's accrued leave (above) and advanced leave must equal the number of days within the Transition Leave date range.

Approving Authority: Enter the name, rank, and component of the authenticating soldier.

<u>Transition Leave Address:</u>

Same as:	Allows you to select and populate the address fields with a saved address. Press <F2> for choices.
Street:	Enter the street number and name of the street if not populated.
City:	Enter the name of the city if not populated.
State:	Enter the state code or press <F2> for choices.
APO/FPO:	Enter APO or FPO, or press <F2> for choices.
Gateway Area Code:	Enter the gateway area code, or press <F2> for choices.
ZIP Code:	Enter a 5-digit or 9-digit ZIP code.
Country:	Enter the country code or press <F2> for choices.
Foreign Postal Code:	Enter a foreign postal code.
Phone Number:	Enter the soldier's telephone number. Examples: For CONUS, Alaska, or Hawaii, enter the area code and telephone number like (999) 555-1212. For OCONUS, enter the international code, the country code, and telephone number like 011-44-191292.

5.3.1.17 Soldier Address Information.

Use this address information to view or edit the various addresses of a soldier without having to page through any other forms. When you select this option from the "Transition Menu," the following screen will appear.

```
┌───────────────────────────────────────────────┐
│          Soldier Address Information            │
│                                                 │
│ SSN: 999999999   Name: ENLISTED GUY      Rank: PV1 │
│                                                 │
│   F3 = SAVE to continue; F8/F3 = Auto Paging; F6 = CANCEL │
└───────────────────────────────────────────────┘
```

Figure 5.3-20. Soldier Address Information

This screen lets you identify the soldier for whom, you wish to add or change, one or more of the addresses. You have the ability to "page" through each of the address forms without having to return to the Address Menu. Enter the SSN of the soldier and press <F3>. This takes you to the "Address Menu" as shown.

```
┌───────────────────────────────────────┐
│ Soldier Address Information Menu        │
│>1.  Correspondence Address              │
│ 2.  Current Address                     │
│ 3.  Home Of Record Address              │
│ 4.  Nearest Relative Address            │
│ 5.  Residence Address                   │
│ 6.  Separation/Retirement Address       │
│ 7.  Transition Leave Address            │
│ 99. Return to Master Menu               │
└───────────────────────────────────────┘
```

Figure 5.3-21. Address Menu

5.3.1.18 Correspondence Address.

This item lets you record the address to which all of the soldier's correspondence is sent. Selection of

this option from the "Address Menu" will present the following screen.

```
┌─────────────────────────────────────────────────────────────┐
│                  Correspondence Address                       │
│                  *  ADDING RECORD  *                          │
│  SSN: 999999999  Name: ENLISTED GUY              Rank: PV1    │
│                                                               │
│  Same as: __                                                  │
│                                                               │
│  Street: _____ │
│  City: _____    State: __   Foreign State: _____ │
│  APO/FPO: ___  Gateway Area Code: __   ZIP Code: _____-____   │
│  Country: __   Foreign Postal Code: _____               │
│  Phone Number: _____                     │
│                                                               │
│  Copy to: _____                       │
│                                                               │
│            F3 = SAVE to commit work; F6 = CANCEL              │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.3-22. Correspondence Address

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Same as:	Allows you to select and populate the address fields with a saved address. Press <F2> for choices.
Street:	Enter the number and name of the street if not populated.
City:	Enter the name of the city if not populated.
State:	Enter the state code or press <F2> for choices.
APO/FPO:	Enter APO or FPO, or press <F2> for choices.
Gateway Area Code:	Enter the gateway area code, or press <F2> for choices.
ZIP Code:	Enter a 5-digit or 9-digit ZIP code.
Country:	Enter the country code or press <F2> for choices.
Foreign Postal Code:	Enter a foreign postal code.
Phone Number:	Enter the soldier's telephone number.
Copy to:	Allows you to copy the correspondence address to one or more of the addresses.

5.3.1.19 Current Address.

Select this option from the "Address Menu" to display the following screen. This screen lets you record the soldier's current address.

```
                         Current Address
                       *  ADDING RECORD  *
   SSN: 999999999  Name: ENLISTED GUY                  Rank: PV1

   Same as: __

   Street: _____
   City: _____  State: __  Foreign State: _____
   APO/FPO: ___  Gateway Area Code: __  ZIP Code: _____-____
   Country: __  Foreign Postal Code: _____
   Phone Number: _____

   Copy to: _____

                F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.3-23. Current Address

The field descriptions are similar to the correspondence address in the "Address Menu." Press <F3> to commit work or <F6> to cancel the operation.

5.3.1.20 Home of Record Address.

Select this option from the "Address Menu" to display the following screen. This screen lets you record the address of the soldier's home of record.

```
                      Home of Record Address
                       *  ADDING RECORD  *
   SSN: 999999999  Name: ENLISTED GUY                  Rank: PV1

   Same as: __

   Street: _____
   City: _____  State: __  Foreign State: _____
   APO/FPO: ___  Gateway Area Code: __  ZIP Code: _____-____
   Country: __  Foreign Postal Code: _____
   Phone Number: _____

   Copy to: _____

                F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.3-24. Home of Record Address

The field descriptions are similar to the correspondence address in the "Address Menu." Press <F3> to commit work or <F6> to cancel the operation.

5.3.1.21 Nearest Relative Address.

Select this option from the "Address Menu" to display the following screen. This screen lets you record the address of the soldier's nearest relative.

```
                      Nearest Relative Address
                       *  ADDING RECORD  *
   SSN: 999999999  Name: ENLISTED GUY                  Rank: PV1

   Same as: __

   Name: _____
   Street: _____
   City: _____  State: __  Foreign State: _____
   APO/FPO: ___  Gateway Area Code: __  ZIP Code: _____-____
   Country: __  Foreign Postal Code: _____
   Phone Number: _____

   Copy to: _____

                F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.3-25. Nearest Relative Address

The field descriptions are similar to the correspondence address in the "Address Menu." Press <F3> to commit work or <F6> to cancel the operation.

5.3.1.22 Residence Address.

Select this option from the "Address Menu" to display the following screen. This screen lets you record the soldier's residence address.

```
                      Residence Address
                    +  ADDING RECORD  +
SSN: 999999999  Name: ENLISTED GUY                    Rank: PV1

Same as: __

Street: _____
City: _____    State: __  Foreign State: _____
APO/FPO: ___  Gateway Area Code: __  ZIP Code: _____-___
Country: __  Foreign Postal Code: _____
Phone Number: _____

Copy to: _____

            F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.3-26. Residence Address

The field descriptions are similar to the correspondence address in the "Address Menu." Press <F3> to commit work or <F6> to cancel the operation.

5.3.1.23 Separation/Retirement Address.

Select this option from the "Address Menu" to display the following screen. This screen lets you record the soldier's separation/retirement address.

```
                  Separation/Retirement Address
                    +  CHANGING RECORD  +
SSN: 999999999  Name: ENLISTED GUY                    Rank: PV1

Same as: __

Street: OUR STREET
City: OUR CITY          State: VA  Foreign State: _____
APO/FPO: ___  Gateway Area Code: __  ZIP Code: 20000-0001
Country: US  Foreign Postal Code: _____
Phone Number: 705-275-0000

Copy to: _____

            F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.3-27. Separation/Retirement Address

The field descriptions are similar to the correspondence address in the "Address Menu." Press <F3> to commit work or <F6> to cancel the operation.

5.3.1.24 Transition Leave Address.

Select this option from the "Address Menu" to display the following screen. This screen lets you record the soldier's transition leave address.

```
                    Transition Leave Address
                    *  CHANGING RECORD  *
SSN: 999999999  Name: ENLISTED GUY                    Rank: PV1

Same as: __

Street: MY DOT
City: MY CITY          State: VA  Foreign State: _____
APO/FPO: ___  Gateway Area Code: __  ZIP Code: 21000-0000
Country: US  Foreign Postal Code: _____
Phone Number: _____

Copy to: _____

            F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.3-28. Transition Leave Address

The field descriptions are similar to the correspondence address in the "Address Menu." Press <F3> to commit work or <F6> to cancel the operation.

5.3.1.25 Transition Information.

Use this information to provide information on various reports. When you select this option from the "Transition Menu," the following screen appears.

```
┌─────────────────────────────────────────────────────┐
│              Transition Information                  │
│              * _____ *                      │
│ SSN: 999999999  Name: ENLISTED GUY          Rank: PV1│
│                                                      │
│ Final Separation Processing Date: _____         │
│ Date Attended Pre-Separation Briefing: _____    │
│ Date Attended Army Career and Alumni Program Briefing: _____ │
│                                                      │
│ Early Release Program: _____              │
│ Incentive Program Type: _____        │
│ Involuntary Incentive Separation Pay: ____           │
│                                                      │
│         F3 = SAVE to commit work; F6 = CANCEL        │
└─────────────────────────────────────────────────────┘
```

Figure 5.3-29. Transition Information

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Early Release Program:	Enter the early release program if known or press <F2> for choices and select one from it.
Incentive Program Type:	Enter the incentive program type if known or press <F2> for choices and select one from it.
Involuntary Incentive Separation Pay:	Press <F2> for choices.

Press <F3> to commit work or <F6> to cancel.

5.3.1.26 ASVAB/PULHES Information.

This information is used to initiate, update, and/or delete ASVAB and AFQT/WST scores, as well as PULHES data. When you select this option from the "Transition Menu," the following screen appears.

```
┌─────────────────────────────────────────────────────┐
│              ASVAB/PULHES Information                │
│              * _____ *                      │
│ SSN: 999999999  Name: ENLISTED GUY          Rank: PV1│
│                                                      │
│                   ASVAB SCORES                       │
│                                                      │
│                GT ___   GM ___                       │
│                EL ___   CL ___                       │
│                MM ___   SC ___                       │
│                CO ___   FA ___                       │
│                OF ___   ST ___                       │
│                                                      │
│               AFQT/WST SCORE: ___                    │
│                                                      │
│                  PULHES: _____                      │
│         F3 = SAVE to commit work; F6 = CANCEL        │
└─────────────────────────────────────────────────────┘
```

Figure 5.3-30. ASVAB/PULHES Information

Enter the SSN of the soldier and update the scores. Press <F3> to commit work.

5.3.1.27 Batch Update Pre-Separation Briefing Attendance.

This is used to batch update multiple soldier records with the date the soldiers attended their pre-separation briefing. When you select this option from the "Transition Menu," the following screen

appears.

Figure 5.3-31. Batch Update Pre-Separation Briefing Attendance

This screen lets you enter the soldiers who attended their pre-separation briefing on the date specified. You can produce a roster that lists the SSN, Name, and Rank of each attendee. Information you enter on this form updates the "Date Attended Pre-Separation Briefing" in the database.

Field	Description
Date of Briefing:	Enter date of pre-separation briefing for which you want to update attendance. If data already exists for a briefing date, it will populate the form when cursor is out of this field.
SSN:	Enter the soldier's SSN. If a SSN that is not in the database is entered, a warning message will appear.
Name:	Soldier's name is populated from the database.
Rank:	Soldier's rank is populated from the database.

Enter the information that you wish to update and press <F3> to commit work or <F6> to cancel. Pressing <F8/F1> will take you to Printer Select screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel.

5.3.1.28 Disposition of Records (DA Form 200).

Use this form to prepare the Transmittal Record (DA Form 200) and perform other records disposition functions. Selection of this option from the "Transition Menu" will display the following screen.

Figure 5.3-32. Disposition of Records Menu

5.3.1.29 Prepare Transmittal.

This screen will allow criteria to be entered, for a query of the database for the transmittal of soldiers on a DA Form 200. A 'No Query' option is available for direct access to a DA Form 200 for individual additions to unique or small transmittals. Select this option from the "Disposition of Records Menu," to display the following screen.

```
╔══════════════════════════════════════════════════════════╗
║                   Prepare Transmittal                    ║
║ Type/Destination of Transmittal:                         ║
║ _____ ║
║                                                          ║
║ Separation Date Range:                                   ║
║ From: _____          To: _____                 ║
║                                                          ║
║        F8/F1 = QUERY; F3 = SAVE to continue; F6 = CANCEL ║
╚══════════════════════════════════════════════════════════╝
```

Figure 5.3-33. Prepare Transmittal

Use this screen to determine type/destination of a transmittal and, optionally, a separation date range for the automatic generation of a roster.

Field   Description
Type of Transmittal: Enter the type of transmittal or press <F2> for choices. An entry must be made in this field before you are permitted to exit the form.

```
╔══════════════════════════════════════════════════════════════════════╗
║                       Type of Transmittal                            ║
║  MPRJ TO PERSCOM (OFFICERS)                                          ║
║ >MPRJ TO EREC (ENLISTED)                                            ║
║  MPRJ TO OTHER                                                       ║
║  MPRJ TO ARNG STATE AG                                              ║
║  MEDICAL RECORDS TO VA SERVICE MEDICAL RECORDS CENTER               ║
║  MEDICAL RECORDS TO VA REGIONAL OFFICE (CLAIM)                      ║
║  MEDICAL RECORDS TO GAINING TROOP PROGRAM UNIT (RESERVE/NATIONAL GUARD)║
║  DD FORM 214 (COPY 3) TO VA                                         ║
║  DD FORM 214 (COPY 5) TO DEPARTMENT OF LABOR                        ║
║  DD FORM 214 (COPY 6) TO STATE DIRECTOR OF VETERAN'S AFFAIRS        ║
╚══════════════════════════════════════════════════════════════════════╝
```

Separation Date Range From: Enter beginning separation date.

Separation Date Range To: Enter ending separation date.

Criteria for Adding or Querying Soldier:

Note: Soldiers who are transmitted will be marked as sent for that particular transmittal type. If queried, the soldiers' separation date will have to fall within the specified date range. If not, the following error message will appear.

```
╔══════════════════════════════════════════════════════════════════╗
║                   ERROR - NO SOLDIERS FOUND                      ║
║                                                                  ║
║   There were not any soldiers found who had a Separation Date within the ║
║     specified range and who met all of the criteria for the Type of ║
║ Transmittal selected.  (Selection criteria are described on pages 3-5 of ║
║             the 'Prepare Transmittal' HELP screen.)              ║
║                                                                  ║
║                      RETURN to continue                         ║
╚══════════════════════════════════════════════════════════════════╝
```

Press <Enter> to continue.

MPRJ Officers PERSCOM: All officers and warrant officers.

MPRJ Enlisted EREC: All enlisted soldiers who are not assigned to a Troop Program Unit.

MPRJ to Other: If queried, all enlisted soldiers who are assigned to a Troop Program Unit will be rostered. However, if adding a soldier to a roster, any soldier can be added.

MPRJ ARNG State AG: If queried, all soldiers who have ARNG OF STATE will be pulled. If no query route is selected, a browse menu of states will be produced for you to choose the states wanted, for the DA Form 200 to be sent.

Health Records VA Regional   All soldiers who need to have their health records sent to the
Office-Compensation Claim: Regional VA.

Health Records VA Service   All soldiers who need to have their health records sent to the Central

Medical Records Center:	VA.
Health Records Troop Program Units:	All soldiers who need to have their health records sent to their Unit.
DD Form 214 Department of VA:	All soldiers.
DD Form 214 Department of Labor(Copy 5):	All soldiers.
DD Form 214 State Director of VA:	All soldiers.

Press <F3> to save the screen information and proceed to the DA Form 200 for individual additions to the transmittal selected. Press <F6> to return to the Disposition Menu without saving the information on the screen. Pressing <F8/F1> will query the database for soldiers within specified criteria. If query does not provide any data (i.e., no soldiers found to match criteria), then a browse menu is produced as shown below for continuation of the function with a blank roster.

```
                  Transmittal Roster Browse Menu
          Name                SSN        Rank      Separation Date
*** ADD SOLDIER ***
   BROWN CHARLES MICHAEL      000900909   LTC       2001/03/31
   WATER TO DRINK            000221111   2LT       2001/01/01
```

This is a roster of the current soldiers queried for this transmittal type and/or destination. If you select "ADD RECORD," then the following screen will appear.

```
               Add Soldier To Transmittal

   SSN: _____   Name: _____   Rank: ____

          F3 = SAVE to commit work; F6 = CANCEL
```

Enter the SSN of the soldier and press <F3> to commit work. This will take you to DA Form 200 Information.

```
                     DA Form 200 Information
Destination: PERSCOM_____
Shipped To: COMMANDER, PERSCOM_____
            ATTN: TAPC - MSR_____
Street Address: 200 STOVALL STREET_____
City: ALEXANDRIA_____  State: VA   ZIP: 22332-1340
Security Classification: UNCLASSIFIED  Shipment Number: 980317-01
Shipment Date: 1998/03/17
Authority for Shipment: _____

Person to Contact: _____
Telephone: _____  Telephone System: _____
Shipped From: _____
              _____
Street Address: _____
City: _____  State: __  ZIP: _____-____
Type of Media Transmitted: _____
Number of Records per Box: ___   Method of Shipment: _____

       F8/F3 = QUERY ROSTER; F3 = SAVE to commit work; F6 = CANCEL
```

This screen displays information regarding shipment and distribution of records. If MPRJ ARNG STATE AG or STATE DIRECTOR OF VETERANS AFFAIRS is selected, you may be required to enter appropriate shipment information as the address may vary.

Field	Description
Destination:	Pre-populated and protected based upon choice on Type/ Destination of Transmittal.
Shipped To:	Pre-populated based on choice on Type/Destination of Transmittal.

	This information can be overwritten for unique shipments.
Street Address:	Pre-populated based on choice on Type/Destination of Transmittal. This information can be overwritten for unique shipments.
City:	Pre-populated based on choice on Type/Destination of Transmittal. This information can be overwritten for unique shipments.
State:	Pre-populated based on choice on Type/Destination of Transmittal. This information can be overwritten for unique shipments.
Zip:	Pre-populated based on choice on Type/Destination of Transmittal. This information can be overwritten for unique shipments.
Security Classification:	Enter security classification or press <F2> for choices. This field will be pre-populated with "UNCLASSIFIED" but can be overwritten.

```
┌─Security Classification Menu─┐
│ UNCLASSIFIED                 │
│>CLASSIFIED                   │
│ SECRET                       │
│ TOP SECRET                   │
└──────────────────────────────┘
```

Shipment Number:	Enter shipment number. This field will be pre-populated with today's date in the form YYMMDD and next shipment number but can be over-written.
Shipment Date:	This date will pre-populate with either today's date, ending query date or latest separation date of added soldiers but can be over-written.
Authority for Shipment:	This field will be pre-populated with last Authority used but can be over-written.
Person to Contact:	This field will be pre-populated with last person but can be over-written.
Telephone:	This field will be pre-populated with last telephone number but can be over-written.
Telephone System:	This field will be pre-populated with last telephone System but can be over-written. Press <F2> for choices.
Type of Media Transmitted:	Enter the type of media transmitted or press <F2> for choices.

```
┌─Media Transmitted Menu─┐
│ CASSETTES              │
│>FICHE                  │
│ HARD COPY              │
│ MICROFILM              │
│ PHOTO                  │
│ PUNCH CARDS            │
│ OTHER                  │
└────────────────────────┘
```

Number of Records per box:	Enter number of records per box. If more then one box is required for shipment of records, then a DA Form 200 will print for each box with unique information for each box.
Method of Shipment:	Enter the method of shipment or press <F2> for choices.

```
┌─Method of Shipment─┐
│ COURIER            │
│>EXPRESS MAIL       │
│ FIRST CLASS        │
│ PARCEL POST        │
│ REGISTERED         │
│ OTHER              │
└────────────────────┘
```

After entering all information, press <F3> to commit work or <F6> to cancel the operation. Pressing

<F8/F3> will take you to the "Query Roster Browse Menu."

```
┌──────────────────────────────────────────────────────┐
│               DA Form 200 Information                  │
│             Query Roster Browse Menu                   │
│      Name                    SSN      Rank    Separation Date │
│ *** ADD SOLDIER ***                                    │
│ BROWN CHARLES MICHAEL       000900909   LTC    2001/03/31 │
│ WATER TO DRINK              000221111   2LT    2001/01/01 │
└──────────────────────────────────────────────────────┘
```

If you select "ADD RECORD," then the following screen will appear.

```
┌──────────────────────────────────────────────────────┐
│             Add Soldier To Transmittal                 │
│                                                        │
│ SSN: _____     Name: _____     Rank: ___ │
│                                                        │
│         F3 = SAVE to commit work; F6 = CANCEL          │
└──────────────────────────────────────────────────────┘
```

Pressing <F3> twice will display the Print Destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel.

5.3.1.30 Print Mailing Labels Menu.

This menu is for purpose of printing mailing labels for record shipment. Options include batch printing labels for a specific location, printing labels by individuals' SSN, and printing labels for individuals separating under a specific SPD code. Unless manually updated, the system will print a soldier's separation/retirement address.

This menu permits the printing of one or more mailing labels for a particular shipment number. The destination address on the DA Form 200 will determine the mailing address. Select this option from the "Disposition of Records Menu," to display the following screen.

```
┌──────────────────────────────────────────────────────┐
│              Print Mailing Labels Menu                 │
│ >1.  Print Mailing Labels for Shipment                 │
│  2.  Batch Print Mailing Labels for Shipment           │
│  3.  Print Mailing Labels for Soldier - List           │
│  4.  Print Mailing Labels for Soldier - Query          │
│  5.  Print Free-Form Mailing Labels                    │
│ 99.  Return to Master Menu                             │
└──────────────────────────────────────────────────────┘
```
Figure 5.3-34. Print Mailing Labels Menu

5.3.1.31 Print Mailing Labels for Shipment.

This option permits the printing of mailing labels for one or more shipments. The destination address on the DA Form 200 will determine the mailing address. Select this option from the "Print Mailing Labels Menu," to display the following screen.

```
┌──────────────────────────────────────────────────────┐
│          Print Mailing Labels for Shipment             │
│ Shipment Number: _____                             │
│ Type of Label: _____                          │
│                                                        │
│ F3 = SAVE to commit work; F6 = CANCEL                  │
└──────────────────────────────────────────────────────┘
```
Figure 5.3-35. Print Mailing Labels for Shipment

Field	Description
Shipment Number:	Enter shipment number or press <F2> for a multi-mark menu of all shipment numbers generated. An appropriate number of shipment

labels will print based on number of boxes allocated to each shipment.

```
┌─ Shipment Number Menu ─┐
│ 980317-01              │
└────────────────────────┘
```

Type of Label: Enter the type of label or press <F2> for choices.

```
┌──────────────────── Type of Label ────────────────────┐
│  AVERY 5161/5261  20 LABELS/SHEET, LABEL SIZE 1"   X  4" (HEIGHT X WIDTH) │
│ >AVERY 5162/5262  14 LABELS/SHEET, LABEL SIZE 1.33" X 4" (HEIGHT X WIDTH) │
│  AVERY 5165        1 LABEL/SHEET,  LABEL SIZE 8.5" X 11" (HEIGHT X WIDTH) │
│  PINFED            8 LABELS/SHEET, LABEL SIZE 1.33" X 4" (HEIGHT X WIDTH) │
└────────────────────────────────────────────────────────┘
```

Press <F3> to commit or <F6> to cancel. Pressing <F3> will take you to print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel.

5.3.1.32 Batch Print Mailing Labels for Shipment.

This option lets you perform batch printing of generic labels for PERSCOM, EREC, VA Service Medical Records Center, VA Regional Office, the Department of Veterans Affairs, the Department of Labor, and/or ARNG State AG Offices. The number of labels must be specified as well as a state abbreviation for ARNG State AG Offices. Select this option from the "Print Mailing Labels Menu," to display the following screen.

```
┌──── Batch Print Mailing Labels for Shipment ────┐
│          Type of Label: _____        │
│                                                 │
│ Number of Labels:  For:                         │
│       ____         PERSCOM                      │
│       ____         EREC                         │
│       ____         VA Service Medical Records Center │
│       ____         VA Regional Office           │
│       ____         Department of Vetrans Affairs │
│       ____         Department of Labor          │
│       ____         ARNG State AG Office of __    │
│                                                 │
│      F3 = SAVE to commit work; F6 = CANCEL      │
└─────────────────────────────────────────────────┘
```
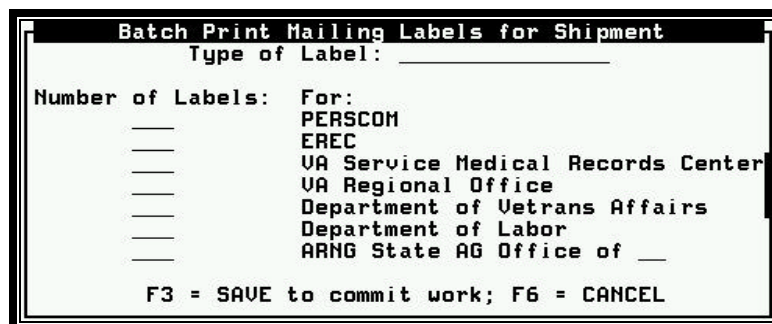
Figure 5.3-36. Batch Print Mailing Labels for Shipment

This screen lets you select criteria for the batch printing of mailing labels.

Field   Description

Type of Label: Enter the type of label or press <F2> for choices.

```
┌──────────── Type of Label for batch printing ────────────┐
│  AVERY 5161/5261  20 LABELS/SHEET, LABEL SIZE 1"   X  4" (HEIGHT X WIDTH) │
│ >AVERY 5162/5262  14 LABELS/SHEET, LABEL SIZE 1.33" X 4" (HEIGHT X WIDTH) │
│  AVERY 5165        1 LABEL/SHEET,  LABEL SIZE 8.5" X 11" (HEIGHT X WIDTH) │
│  PINFED            8 LABELS/SHEET, LABEL SIZE 1.33" X 4" (HEIGHT X WIDTH) │
└───────────────────────────────────────────────────────────┘
```

No. of Labels: Enter the number of labels needed for each of the following organizations: PERSCOM, EREC, VA Service Medical Records Center, VA Regional Office, Department of Veterans Affairs, Department of Labor, and/or ARNG State AG Office.

ARNG State AG Office of: Enter ARNG state code or press <F2> for choices.

Press <F3> to commit or <F6> to cancel. Pressing <F3> will take you to print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel.

5.3.1.33 Print Mailing Labels for Soldier – List.

Select this option from the "Print Mailing Labels Menu," to display the following screen. This screen

lets you enter individual soldiers for printing mailing labels. (This will be used for mailing documents directly to the soldier (i.e., DD Form 214)).

Figure 5.3-37. Print Mailing Labels for Soldier – List

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

Press <F3> to commit work or <F6> to cancel. Pressing <F3> will take you to the following screen.

Highlight your selection and press <Enter>. The following print destination screen will appear.

Enter the number of copies, printer class, and the printer name. Press <F3> to print or <F6> to cancel.

5.3.1.34 Print Mailing Labels for Soldier – Query

Use this screen to list soldiers whose separation date is within the specified range and/or whose Separation Program Designator (SPD) matches a specified value. A "NO QUERY" option is available for direct access to the Add Menu. Individual soldiers may be added there. Select this option from the "Print Mailing Labels Menu," to display the following screen.

```
╔══════════════════════════════════════════╗
║   Print Mailing Labels for Soldier - Query ║
║                                            ║
║              Separation Date:              ║
║                                            ║
║      From: _____   To: _____     ║
║                                            ║
║                SPD: _____                  ║
║                                            ║
║ F3 = SAVE to continue; F8/F1 = QUERY; F6 = CANCEL ║
╚══════════════════════════════════════════╝
```

Figure 5.3-38. Print Mailing Labels for Soldier – Query

Field	Description
Separation Date From:	Enter beginning date of separation.
Separation Date To:	Enter ending date of separation.
SPD Code:	Enter SPD Code or press <F2> for choices.

```
╔══════════════════════════════════════════════════════════════╗
║                        **>FOUO<**                             ║
║                         SPD Code                              ║
║                                                               ║
║   NA    SELF-TERMINATING ORDERS                               ║
║  EJBK1  AR 635-200, CHAP 4 COMPLETION OF REQUIRED ACTIVE SERVICE ║
║  EJBM1  AR 635-200, PARA 16-6 INSUFFICIENT RETAINABILITY (ECONOMIC REASONS) ║
║  EJCC1  AR 635-200, PARA 16-8 REDUCTION IN FORCE              ║
║  EJCP1  AR 635-200, PARA 5-10 ALIEN                           ║
║  EJCR1  AR 635-200, CHAP 18 WEIGHT CONTROL FAILURE            ║
║  EJDA1  AR 635-200, CHAP 7, SEC V FRAUDULENT ENTRY            ║
║  EJDG1  AR 635-200, PARA 5-8 PARENTHOOD                       ║
║  EJDK1  AR 604-10 MILITARY PERSONNEL SECURITY PROGRAM         ║
║  EJDN1  AR 635-200, PARA 5-9 LACK OF JURISDICTION             ║
║  EJFB1  AR 635-200, CHAP 7, SEC II UNDER AGE                  ║
║  EJFC1  AR 635-200, CHAP 7, SEC III ERRONEOUS ENTRY           ║
║  EJFF1  AR 635-200, PARA 5-3 SECRETARIAL AUTHORITY            ║
║  EJFL1  AR 635-40, PARA 4-24B(3) DISABILITY, SEVERANCE PAY    ║
║  EJFM1  AR 635-40, PARA 4-24B(4) DISABILITY, EXISTED PRIOR TO SERVICE, PEB ║
║  EJFP1  AR 635-40, PARA 4-24B(6) DISABILITY, NOT IN LINE OF DUTY ║
║                                                               ║
║ F2 = MARK; RETURN to continue; F6 = CANCEL                    ║
╚══════════════════════════════════════════════════════════════╝
```

Press <F3> to continue or <F8/F1> to query or <F6> to cancel. Pressing <F8/F1> will take you to the following screen.

```
╔══════════════════════════════════════════════════════════╗
║                  Soldiers Mailing Browse Menu             ║
║        Name                SSN       Rank     Separation Date ║
║  *** ADD SOLDIER ***                                     ║
╚══════════════════════════════════════════════════════════╝
```

If you select "ADD RECORD," then the following adding record screen will appear.

```
╔══════════════════════════════════════════════════════════╗
║              Add Soldier For Mailing Label               ║
║  SSN: _____    Name: _____   Rank: ___ ║
║           F3 = SAVE to commit work; F6 = CANCEL          ║
╚══════════════════════════════════════════════════════════╝
```

Enter the SSN, name, and rank of the soldier you wish to add to the mailing label. Press <F3> to commit or <F6> to cancel.

5.3.1.35 Print Free-Form Mailing Labels.

This option permits you to enter and print copies of mailing labels that do not exist in the database. Select this option from the "Print Mailing Labels Menu," to display the following screen.

```
╔══════════════════════════════════════════════════════════════╗
║                       Label Formats                          ║
║  AVERY 5161/5261   20 LABELS/SHEET, LABEL SIZE 1"   X  4" (HEIGHT X WIDTH) ║
║ >AVERY 5162/5262   14 LABELS/SHEET, LABEL SIZE 1.33" X  4" (HEIGHT X WIDTH) ║
║  AVERY 5165         1 LABEL/SHEET,  LABEL SIZE 8.5" X 11" (HEIGHT X WIDTH) ║
║  PINFED             8 LABELS/SHEET, LABEL SIZE 1.33" X  4" (HEIGHT X WIDTH) ║
╚══════════════════════════════════════════════════════════════╝
```

Highlight your selection and press <Enter>. The following screen will appear.

```
╔══════════════════════════════════════════════════════╗
║            Print Free-Form Mailing Labels             ║
║   Type of Label: AVERY 5162/5262  Number of Labels: ___║
║                                                        ║
║ Mailing Label Text:                                    ║
║    _____  ║
║    _____  ║
║    _____  ║
║    _____  ║
║    _____  ║
║    _____  ║
║    _____  ║
║    _____  ║
║    _____  ║
║                                                        ║
║       F3 = SAVE to commit work; F6 = CANCEL            ║
╚══════════════════════════════════════════════════════╝
```

Figure 5.3-39. Print Free-Form Mailing Labels

This screen lets you select criteria for the printing of free-form mailing labels.

Field	Description
Type of Label:	This protected field displays the label type (e.g., "AVERY 5161/5261") selected from the Label Formats menu.
Number of Labels:	Enter the number of labels to be printed.
Mailing Label Text:	Enter the text for the mailing label.

Press <F3> to commit or <F6> to cancel. Pressing <F3> will take you to print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel.

5.3.1.36 Query/Retrieve Soldier Shipment Record.

Use this option to verify soldier's record shipment information and lets you retrieve a soldier's record from record shipment. Select this option from the "Disposition of Records Menu," to display the following screen.

```
╔══════════════════════════════════════════════════════╗
║         Query/Retrieve Soldier Shipment Record        ║
║ SSN: _____      Name: _____  ║
║                                                        ║
║ Type of Transmittal   Shipment Number   Shipment Date   Recall ║
║ MPRJ                                                   ║
║ Medical Records         _____        _____       _     ║
║ DD Form 214 (Copy 3)    _____        _____       _     ║
║ DD Form 214 (Copy 5)    _____        _____       _     ║
║ DD Form 214 (Copy 6)    _____        _____       _     ║
║                                                        ║
║         F3 = SAVE to commit work; F6 = CANCEL          ║
╚══════════════════════════════════════════════════════╝
```

Figure 5.3-40. Query/Retrieve Soldier Shipment Record

Field	Description
Shipment Number:	Shipment number will populate if record shipment exists. Will be blank if record has not been sent.
Shipment Date:	Shipment date will populate if record shipment exists. Will be blank if record has not been sent.
Recall:	Enter <Y> for Yes or <N> for No.

Press <F3> to commit work or <F6> to cancel.

5.3.1.37 Query/Modify Transmittal Information.

Select this option from the "Disposition of Records Menu," to display the following screen. This screen

lets you select record shipment information to query or modify.

```
┌─Query/Modify Transmittal Information─┐
│                                      │
│ Shipment Number: _____           │
│                                      │
│ F3 = SAVE to commit work; F6 = CANCEL│
└──────────────────────────────────────┘
```

Figure 5.3-41. Query/Modify Transmittal Information

Field	Description
Shipment Number:	Enter shipment number or press <F2> for last 15 shipment numbers.

Pressing <F3> will take you to DA Form 200 Reprint screen.

```
┌──────────────────── DA Form 200 Reprint ────────────────────┐
│ Destination: PERSCOM                                         │
│ Shipped To: COMMANDER, PERSCOM                               │
│            ATTN: TAPC - MSR                                  │
│ Street Address: 200 STOVALL STREET                          │
│ City: ALEXANDRIA      State: VA     ZIP: 22332-1340          │
│ Security Classification: CLASSIFIED   Shipment Number: 980317-01 │
│ Shipment Date: 1998/03/17                                    │
│ Authority for Shipment:                                     │
│    COMMAND                                                   │
│ Person to Contact: SELF                                     │
│ Telephone: 703-275-0000          Telephone System: COMMERCIAL │
│ Shipped From: SOCW                                           │
│                                                             │
│ Street Address: 4035, RIDGE TOP ROAD                       │
│ City: FAIRFAX        State: VA      ZIP: 22030-____         │
│ Type of Media Transmitted: CASSETTES                        │
│ Number of Records per Box: ___   Method of Shipment: EXPRESS MAIL │
│                                                             │
│ F8/F1 = DELETE; F8/F3 = QUERY ROSTER; F3 = SAVE to commit work; F6 = CANCEL │
└──────────────────────────────────────────────────────────────┘
```

This screen displays information regarding reprint of DA Form 200. This will be used in cases of printer malfunction, addition or deletion of records for shipment or change of data on DA Form 200 i.e. shipment number. This will also delete the entire record shipment based on shipment number.

Field	Description
Destination:	Pre-populated and protected based upon choice on Type/ Destination of Transmittal.
Shipped To:	Pre-populated based upon choice on Type/Destination of Transmittal. This information can be over-written for unique shipments.
Street Address:	Pre-populated based upon choice on Type/Destination of Transmittal. This information can be over-written for unique shipments.
City:	Pre-populated based upon choice on Type/Destination of Transmittal. This information can be over-written for unique shipments.
State:	Pre-populated based upon choice on Type/Destination of Transmittal. This information can be over-written for unique shipments.
Zip:	Pre-populated based upon choice on Type/Destination of Transmittal. This information can be over-written for unique shipments.
Security Classification:	Enter security classification or press <F2> for choices. This field will be pre-populated with "UNCLASSIFIED" but can be over-written.
Shipment Number:	Enter shipment number. This field will be pre-populated with today's date and next shipment number. But can be over-written.
Shipment Date:	This date will pre-populate with either today's date, ending query date or latest separation date of added soldiers but can be over-written.
Authority for Shipment:	This field will be pre-populated with last Authority used but can be

over-written.

Person to Contact:	This field will be pre-populated with last person but can be over-written.
Telephone:	This field will be pre-populated with last telephone number but can be over-written.
Telephone System:	This field will be pre-populated with last telephone system but can be over-written. Press <F2> for choices.
Type of Media Transmitted:	Enter the type of media transmitted or press <F2> for choices.
Number of Records per box:	Enter number of records per box. If more then one box is required for shipment of records, then a DA Form 200 will print for each box with unique information for each box.
Method of Shipment:	Enter the method of shipment or press <F2> for choices.

Pressing <F8/F3> will take you to the following screen.

```
                    DA Form 200 Reprint
                 Query Reprint Browse Menu
        Name                    SSN       Rank      Separation Date
*** ADD SOLDIER ***
BEANS FRIED                   000000005   CSM          2004/02/29
```

If you select "ADD RECORD," then the following screen will appear.

```
              Add Soldier To Transmittal
   SSN: _____   Name: _____   Rank: ____
            F3 = SAVE to commit work; F6 = CANCEL
```

Pressing <F3> will take you to the print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel.

5.3.1.38 Report of Records Not Sent.

Select this option from the "Disposition of Records Menu," to display the following screen.

```
                 Report of Records Not Sent
Report of Records Not Sent as of Separation Date: 1998/03/17
            F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
```

Figure 5.3-42. Report of Records Not Sent

Pressing <F8/F1> will take you to the print destination screen. Enter the number of copies, printer class, and the printer name for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel or press <F8/F2> to view the report.

5.3.1.39 Print Blank DA Form 200.

When you select this option from the "Disposition of Records Menu," the print destination screen appears for you to enter the information. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print blank DA Form 200 or <F6> to cancel the print request.

5.3.1.40 Retirement Menu.

This menu contains functions for processing all retirements and provides access to the following items used in processing a retirement. Selection of this menu from the "Separation Processing menu" will display the following screen.

```
┌─────────────────────────────────────────────────────┐
│                  Retirement Menu                     █
│>1.  Soldier Information                               █
│ 2.  Service Time Worksheet                           │
│ 3.  Retirement Application Information                │
│ 4.  Retired Pay Addendum Information                  │
│ 5.  Retired Pay Information                           │
│ 6.  SBP Information                                   │
│ 7.  Batch Update Pre-Retirement Briefing Attendance  █
│ 8.  DA Form 31 Information                            │
│ 9.  Soldier Address Information                       │
│ 99. Return to Master Menu                            │
└─────────────────────────────────────────────────────┘
```

Figure 5.3-43. Retirement Menu

5.3.1.41 Soldier's Information.

Use this information to collect basic information used for completing various retirement records. This item, gives you access to four pages of soldier information screens that let you initiate and update the soldier information file. Refer to paragraph 5.3.1.3 for more details in filling the fields of all four pages of Soldier Information.

5.3.1.42 Service Time Worksheet.

Use this worksheet to compute the length of service information needed by various forms to update a soldier's record of service. Refer to paragraph 5.3.1.7 for more details.

5.3.1.43 Retirement Application Information.

Use this information to initiate or update the retirement application information file and to complete the Application for Voluntary Retirement (DA Form 2339) or similar retirement application for both enlisted and officer personnel. Selection of this option from the "Retirement Menu" will display the following screen.

```
┌─────────────────────────────────────────────────────────┐
│         Retirement App Information (Page 1 of 3)         │
│              *_____ *                          │
│ SSN: 999999999  Name: ENLISTED GUY_____     Rank: PV1  │
│                                                          │
│ Add/Change Address Information for DA2339: _  >>_____<<│
│ Requested Retirement Date: _____                     │
│ Date Attended Pre-Retirement Briefing: _____         │
│ Date Attended Army Career and Alumni Program Briefing: __│
│ Date Arrived at Present Assignment (Installation): _____│
│ Assignment Orders Receipt/Alert Date: _____          │
│ Unit Alert Notification Date: _____                  │
│ Add/Change Service Obligation(s): _  >>_____<<     │
│ Date Exception to Policy Forwarded to HQDA: _____     │
│ Status of Action: _____  │
│ _____  │
│ Date Exception to Policy Received from HQDA: _____    │
│                                                          │
│          F3 = SAVE to commit work; F6 = CANCEL           │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-44. Retirement Application Information

This screen displays information for a soldier who is applying for retirement.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

Add/Change Address Information for DA 2339:	"Yes" will branch to address information for DA 2339. "DATA EXISTS" means address information for DA 2339 exists in the database for the current soldier. "DATA DOES NOT EXIST" means address information for DA 2339 does not exist in the database for the current soldier.

Selecting "YES" and pressing <Enter> will take you to DA Form 2339.

```
┌─────────────────────────────────────────────────────┐
│            DA Form 2339 Address Information           │
│                 *  ADDING RECORD  *                   │
│  SSN: 999999999  Name: ENLISTED GUY        Rank: PV1  │
│                                                       │
│     To Address: _____  │
│                 _____  │
│                 _____  │
│                 _____  │
│                                                       │
│                                                       │
│   Thru Address: _____  │
│                 _____  │
│                 _____  │
│                 _____  │
│                                                       │
│   From Address: _____  │
│                 _____  │
│                 _____  │
│                 _____  │
│                                                       │
│              F3 = SAVE to continue; F6 = CANCEL       │
└─────────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
To Address:	Enter final processing address of DA Form 2339.
Through Address:	If DA Form 2339 goes through another processing office, before reaching final processing destination, then enter address here.
From Address:	Enter address of office initiating DA Form 2339.

Press <F3> to commit work or <F6> to cancel. Pressing <F3> will take you back to Page 1 of Retirement Application Information screen.

Field	Description
Requested Retirement Date:	Enter the first day of the month following soldier's desired month of retirement.
Date Attended Pre-Retirement Briefing:	Enter the date soldier attended Pre-Retirement Briefing.
Date Attended Army Career and Alumni Program Briefing:	Enter the date soldier attended Army Career and Alumni Program Briefing.
Date Arrived at Present Assignment (Installation):	Enter the date soldier arrived at present assignment.
Assignment Orders Receipt/ Alert Date:	Enter the date soldier was notified of alert for PCS. When applicable enter date of Declination of Continued Service Statement.
Unit Alert Notification Date:	Enter the date soldier was notified of alert.
Add/Change Service Obligation(s):	"Yes" will branch to soldier's service obligation(s). "DATA EXISTS" means service obligation(s) exists in the database for the current soldier. "DATA DOES NOT EXIST" means service obligation(s) does not exist in

the database for the current soldier.

```
┌──────────────────────────────────────────────────────────┐
│              Obligation Information                       │
│                 *  ADDING RECORD  *                       │
│  SSN: 999999999      NAME: GREAT OUTDOORS        RANK: SFC│
│                                                          │
│  Obligation Type                              Exp Date   │
│  -------------------------------------------  --------   │
│  School                                       _____   │
│  Promotions                                   _____   │
│  CONUS - Tour                                 _____   │
│  OCONUS - Tour: Soldier has no Family Members _____   │
│  OCONUS - Tour: Unaccompanied by Family Members _____   │
│  OCONUS - Tour: Accompanied by Family Members _____   │
│                                                          │
│          F3 = SAVE to commit work; F6 = CANCEL           │
└──────────────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
School Expiration Date:	Enter date school obligation expires.
Promotions Expiration Date:	Enter date promotions obligation expires.
CONUS - Tour Expiration Date:	Enter date CONUS Tour obligation expires.
OCONUS - Tour (No Family Members) Expiration Date:	Enter date OCONUS Tour (No Family Members) obligation expires
OCONUS – Tour (Un-accompanied by Family Members)	Enter date OCONUS Tour (Unaccompanied by Family Members) obligation expires.
OCONUS - Tour (Accompanied by Family Members) Expiration Date:	Enter date OCONUS Tour (Accompanied by Family Members) obligation expires.

Press <F3> to commit work or <F6> to cancel. Pressing <F3> will take you back to Page 1 of Retirement Application Information screen.

Date Exception to Policy Forwarded to HQDA:	Enter date DA 2339 is forwarded to HQDA.
Status of Action:	Enter status of forwarding DA 2339.
Date Exception to Policy Received from HQDA:	Enter date DA 2339 is received from HQDA.

Pressing <F3> will display the Page 2 of Retirement Application Information screen.

```
┌─────────────────────────────────────────────────────────────┐
│          Retirement App Information (Page 2 of 3)             │
│                   * CHANGING RECORD *                         │
│  SSN: 999999999  Name: GREAT OUTDOORS            Rank: SFC    │
│                                                               │
│  Retired Rank: PFC                                            │
│  Highest Grade Attained: ___     Branch of Service: _____  │
│                                                               │
│  Significant Awards Received: MEDAL OF HONOR                  │
│                                                               │
│  FOR RESERVE OFFICERS SERVING ON ACTIVE DUTY IN ENLISTED STATUS│
│  Reserve Commissioned Status: _____                        │
│  Branch: __  Rank: ___  Promotion Eligibility Date: _____  │
│                                                               │
│       F3 = SAVE to commit work; F8/F4 = PREV PAGE; F6 = CANCEL│
└─────────────────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Retired Rank:	Enter the rank soldier currently holds or press <F2> for choices.
Highest Grade Attained:	Enter the highest grade soldier held or press <F2> for choices.
Branch of Service:	Enter branch of service highest grade was held.

```
┌─ Branches of Service ─┐
│ >US ARMY              │
│  US AIR FORCE         │
│  US NAVY              │
│  US MARINE CORPS      │
│  US COAST GUARD       │
│  PUBL HEALTH SVC      │
│  NOAA                 │
└───────────────────────┘
```

Field	Description
Significant Awards Received:	If soldier has received one or more of the following: Medal of Honor, Distinguished Service Cross, Navy Cross, Soldier's Medal, Distinguished Flying Cross or Equivalent Navy Decoration, enter the award or press <F2> to access multi-mark menu. Refer to AR 635-200 Chapter 12 for instructions on related HQDA paperwork.

```
┌──────── Significant Awards Received ────────┐
│ MEDAL OF HONOR                              │
│ DISTINGUISHED SERVICE CROSS                 │
│ NAVY CROSS                                  │
│ SOLDIER'S MEDAL                             │
│ DISTINGUISHED FLYING CROSS OR NAVY EQUIVALENT│
└─────────────────────────────────────────────┘
```

Use the following fields for a Reserve Officer serving on active duty in enlisted status.

Field	Description
Reserve Commissioned Status:	Enter reserved commissioned status or press <F2> for choices.

```
┌─ Reserve Commissioned Status ─┐
│ >NA                           │
│  ACTIVE                       │
│  RETIRED                      │
└───────────────────────────────┘
```

Field	Description
Branch:	Enter basic branch of reserve officer or press <F2> for choices.
Rank:	Enter rank of reserve officer.
Promotion Eligibility Date:	Enter date officer is eligible for promotion.

Press <F3> to commit work or <F6> to cancel or <F8/F4> to go to the previous page. Pressing <F3> will display the Page 3 of Retirement Application Information screen.

```
╔══════════════════════════════════════════════════════════╗
║            Retirement App Information (Page 3 of 3)        ║
║                   + CHANGING RECORD +                      ║
║ SSN: 999999999  Name: GREAT OUTDOORS            Rank: SFC  ║
║                                                            ║
║ Authorized Transfer Activity: _____  ║
║ CONUS Location of Choice Transfer Activity: _____  ║
║                                                            ║
║ Submitting Request in Lieu of Elimination Proceedings: _   ║
║ Is this Action in Contravention with AR 600-8-2: _         ║
║ Add/Change Service Verification: _ >>DATA DOES NOT EXIST<< ║
║                                                            ║
║ Retired Reserve Status: _____                     ║
║ Location of Current Assignment: _____  Desired Retirement Location: _____ ║
║ Add/Change OCONUS Information: _ >>___ DATA EXISTS    <<    ║
║                                                            ║
║ Local Approval: _____    Date: _____              ║
║ Add/Change Remarks for DA2339: _  >>DATA DOES NOT EXIST<<  ║
║                                                            ║
║        F3 = SAVE to commit work; F8/F4 = PREV PAGE; F6 = CANCEL ║
╚══════════════════════════════════════════════════════════╝
 Enter Transfer Activity; F2 = CHOICES
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Authorized Transfer Activity:	Enter the complete designation and location of the authorized transfer point or transfer activity where the soldier will be processed for retirement. See AR 635-10 Chapter 2.
CONUS Location of Choice Transfer Activity:	Enter the elected location of the authorized transfer point or transfer activity where the soldier will be processed for retirement. (See AR 635-10 Chapter 2). Press <F2> for choices.
Submitting Request in Lieu of Elimination Proceedings:	Enter <Y> for Yes or <N> for No.
Is this Action in contravention with AR 600-8-2:	Enter <Y> for Yes or <N> for No.
Add/Change Service Verification:	Entering "Yes" will take you to "Add/Change Service Verification" screen as shown. Entering "No" will take you to the next field. Press <F2> for choices to select the service documents.

```
╔══════════════════════════════════════════════════════════╗
║                   Service Verification                     ║
║                 *  ADDING RECORD  *                        ║
║                                                            ║
║  SSN: 999999999  Name: GREAT OUTDOORS          Rank: SFC   ║
║                                                            ║
║              Service Verification Documents                ║
║ ▌_____        ║
║ _____        ║
║ _____        ║
║ _____        ║
║ _____        ║
║                                                            ║
║        F3 = SAVE to commit work; F8/F5 = PGDN;             ║
║              F8/F6 = PGUP; F6 = CANCEL                      ║
╚══════════════════════════════════════════════════════════╝
```

```
┌─ Service Verification Documents ─┐
│ ┌──────────────────────────────┐ │
│ │>DA FORM 1383                 │ │
│ │ DD FORM 214                  │ │
│ │ DD FORM 215                  │ │
│ │ DD FORM 220 OR MEMO          │ │
│ │ ENLISTMENTS CONTRACTS        │ │
│ │ LEAVE AND EARNINGS STATEMENT │ │
│ │ MPRJ                         │ │
│ │ NGB FORM 22/23               │ │
│ │ ORDERS                       │ │
│ │ STATEMENT OF SERVICE         │ │
│ └──────────────────────────────┘ │
└──────────────────────────────────┘
```

Retired Reserve Status:	Enter "E" for Enlisted or "O" for Officer or "W" for Warrant Officer or "NA" for Not Applicable.
Location of Current Assignment:	Enter "C" for CONUS or "O" for OCONUS.
Desired Retirement Location:	Enter "C" for CONUS or "H" for Home of Record or "O" for OCONUS.
Add/Change OCONUS Information:	Entering <Y> for yes will branch to soldier's OCONUS information. "DATA EXISTS" means OCONUS information exists in the database for the current soldier. "DATA DOES NOT EXIST," means OCONUS information does not exist in the database for the current soldier. Entering "Yes" will produce the following screen.

```
┌──────────────────── OCONUS Information ────────────────────┐
│                    * CHANGING RECORD *                     │
│ SSN: 999999999  Name: GREAT OUTDOORS              Rank: SFC│
│                                                            │
│ Date Applicant Arrived in Overseas Command: |_____     │
│ Date Eligible to Return from Overseas: 2005/04/02          │
│ Date Dependent Arrived in Overseas Command: _____     │
│ Type of Tour: _____                              │
│                                                            │
│        F3 = SAVE to commit work; F6 = CANCEL               │
└────────────────────────────────────────────────────────────┘
```

This screen displays information for a soldier who is applying for retirement.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Date Applicant Arrived in Overseas Command:	Enter date applicant arrived in overseas command.
Date Eligible to Return from Overseas:	Enter date soldier is eligible to return from overseas.
Date Dependent Arrived in Overseas Command:	Enter date dependent of soldier arrived in overseas command.
Type of Tour:	Enter "A" for All Others, "W" for With Dependents, or press <F2> for choices.

```
┌─ Type of Tour ─┐
│ ┌────────────┐ │
│ │>ALL OTHERS │ │
│ │ WITH DEPENDENTS│ │
│ └────────────┘ │
└────────────────┘
```

Local Approval:	Enter "A" for Approval or "D" for Disapproval.
Date:	Enter date of local approval.
Add/Change Remarks for DA 2339:	Enter <Y> for yes will branch to enter DA 2339 remarks. "DATA EXISTS" means DA 2339 remarks exist in the database for the current soldier. "DATA DOES NOT EXIST" means DA 2339 remarks does not exist in the database for the current soldier.

Pressing <Y> will take you to DA Form 2339 Remarks Information screen.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Remark A:	Enter <Y> for Yes or <N> for No if remark is used or not used.
Remark B:	Enter <Y> for Yes or <N> for No if remark is used or not used. This remark can be pre-populated from the DA 31 Information. If starting date of transition leave and termination date of transition leave, are entered, number of transition leave days will be calculated. If number of transition leave days and starting date of transition leave are entered, termination date of transition leave will be calculated. If number of transition leave days and termination date of transition leave are entered, starting date of transition leave will be calculated.
Days:	Enter the number of transition leave days.
Starting Date:	Enter starting date of transition leave.
Termination Date:	Enter termination date of transition leave.
Remark C:	Enter <Y> for Yes or <N> for No if remark is used or not used. This remark can be pre-populated from the DA 31 Information. If starting date of permissive TDY and termination date of permissive TDY are entered, number of permissive TDY days will be calculated. If number of permissive TDY days and starting date of permissive TDY are entered, termination date of permissive TDY will be calculated. If number of permissive TDY days and termination date of permissive TDY are entered, starting date of permissive TDY will be calculated.
Days:	Enter number of permissive TDY days.
Starting Date:	Enter starting date of permissive TDY.
Termination Date:	Enter termination date of permissive TDY.

Remark D: Enter <Y> for Yes if soldier is currently on HQDA Promotion Selection List or <N> for No if soldier is not currently on the HQDA Promotion Selection List.

Promotion Indicator Code: Enter "P" for promotable.

Promotion List Date: Enter date of promotion list.

Remark E: Enter <Y> for Yes or <N> for No if remark is used or not. Served as a CSM from: Enter beginning date soldier served as Command Sergeant Major.

Served as a CSM to: Enter ending date soldier served as Command Sergeant Major.

Service in the CSM   Enter "S" for Satisfactory or "U" for Unsatisfactory.
Program was:

Withdrawal from the   Enter "I" for Involuntary or "V" for Voluntary.
CSM program was:

Remark F: Enter <Y> for Yes or <N> for No.

Served satisfactorily as   Enter beginning date soldier served as First Sergeant. (Soldier is
ISG from: currently serving as a Master Sergeant)

Served satisfactorily as   Enter ending date soldier served as First Sergeant. (Soldier is
ISG to: currently serving as a Master Sergeant)

Pressing <F3> will display the Page 2 of DA Form Remarks Information.

```
┌──────────────────────────────────────────────────────────┐
│           DA Form 2339 Remarks Info (Page 2 of 2)          │
│                    *  ADDING RECORD  *                     │
│  SSN: 999999999      NAME: GREAT OUTDOORS      RANK: SFC   │
│                                                            │
│  N XXXX _____   │
│    XXXX _____   │
│    XXXX _____   │
│    XXXX _____   │
│                                                            │
│  N XXXX _____   │
│    XXXX _____   │
│    XXXX _____   │
│    XXXX _____   │
│                                                            │
│  N XXXX _____   │
│    XXXX _____   │
│    XXXX _____   │
│    XXXX _____   │
│                                                            │
│        F3 = SAVE to commit work; F8/F4 = PREVPAGE;         │
│          F8/F5 = PGDN; F8/F6 = PGUP; F6 = CANCEL           │
│ Enter 'Y' or 'N'; F2 = CHOICES                             │
└──────────────────────────────────────────────────────────┘
```

Field   Description
SSN: The soldier's SSN is populated from the database.

Name: The soldier's name is populated from the database.

Rank: The soldier's rank is populated from the database.

Enter <Y> for Yes or <N> for No, for each free form remark that will be used or not used. Free form remarks will be remembered for each user. Press <F3> to commit work or <F6> to cancel or <F8/F4> to go to the previous page.

5.3.1.44 Retired Pay Addendum Information.

This information is used to initiate or update a Retirement Addendum (DA Form 3713). Selection of this option from the "Retirement Menu" will display the following screen.

Figure 5.3-45. Retired Pay Addendum Information

Field	Description
Soldier's SSN:	Enter the soldier's SSN.
Soldier's Name:	The soldier's name is populated from the database.
Soldier's Rank:	The soldier's rank is populated from the database.
Rank:	Enter the rank of the soldier for each status date displayed or press <F2> for choices.
Service for Percentage Purposes:	The years, months, and days are calculated, displayed and protected for each status date.
Service for Basic Pay Purposes:	The years, months, and days are calculated, displayed and protected for each status date.

In case the soldier does not have either 30 years of service or 20 years of service and a rank higher than the soldier's current rank, then an error message will appear as shown.

If the soldier qualifies, then press <F3> to commit work. Pressing <F8/F1> will take you print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel the print request.

5.3.1.45 Retired Pay Information.

This item, gives you access to two pages of screens that let you initiate and update a soldier's retired pay information file. This form will display information to be included on designated retirement orders. Selection of this option from the "Retirement Menu" will display the following screen.

Figure 5.3-46. Retired Pay Information

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Retired Pay Data Submission Type:	Enter retired pay data submission type or press <F2> for choices.

Field	Description
Retired Pay Grade:	Enter soldier's current pay grade.

Field	Description
Retirement Type and Allotment Code:	Enter retirement type and allotment code or press <F2> for choices.

Field	Description
Date Placed on Retired List:	Enter date soldier is placed on retired list.

DOB: Enter soldier's date of birth.

Sex: Enter soldier's sex.

Component of Retired
Pay Grade: Enter component of retired pay grade or press <F2> for choices.

```
┌──────────────────────────────────┐
│ Component of Retired Pay Grade   │
│                                  │
│>RA      Regular Army             │
│ USAR    US Army Reserve          │
│ ARNG    US Army National Guard   │
│ TEMP    Temporary                │
└──────────────────────────────────┘
```

Status Authorizing
Retirement: Enter the status authorizing retirement or press <F2> for choices.

Voluntary Retirement: Active time from service time worksheet are displayed and protected.

SPD Code: Enter SPD code.

Mandatory Retirement: Active time from service time worksheet are displayed and protected.

Section 1405: Active time plus officer reserve points from service time worksheet are displayed and protected.

Disability Retirement: Active time from service time worksheet are displayed and protected.

Basic Pay: Total active and inactive time from service time worksheet are displayed and protected.

Pressing <F3> will display Page 2 of Retired Pay Information.

```
┌──────────────────────────────────────────────────────────────────┐
│          Retired Pay Information (Page 2 of 2)                     │
│                  * CHANGING RECORD *                               │
│ SSN: 999999999   Name: GREAT OUTDOORS              Rank: SFC       │
│                                                                    │
│ Completed Over Four Years Active Service as Enlisted or Warrant Officer: _ │
│                                                                    │
│ Significant Awards Received: MEDAL OF HONOR                        │
│                                                                    │
│ Eligible for 10 Percent Heroism Pay: _                            │
│                                                                    │
│ TAFCSD: _____                                                 │
│                                                                    │
│           F3 = SAVE to commit work; F6 = CANCEL                    │
└──────────────────────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Completed Over Four Years Active Service as Enlisted or Warrant Officer:	Enter <Y> for Yes or <N> for No. This field is conditional and based on the calculated results of the service time worksheet.
Significant Awards Received:	If soldier has received one or more of the following, then refer to AR 635-200 Chapter 12. This field may be pre-populated using information from the retirement application or press <F2> for choices.
Eligible for 10% Heroism Pay:	Enter <Y> for Yes or <N> for No.
TAFCSO:	Enter the Total Active Federal Commissioned Service date.

Press <F3> to commit work or <F6> to cancel.

5.3.1.46 SBP Information Menu.

Use this information to initiate or update a Survivor Benefit Plan (SBP) information file for a retiree.

```
┌─────────────────────────────────────────┐
│          SBP Information Menu            │
│>1.  DD Form 2656 Specific Information    │
│ 2.  DD Form 2656-1 Specific Information  │
│ 3.  Add/Change Family Member Information  │
│ 4.  Delete Family Member Information     │
│ 5.  Trigger SBP Transmittal to DRAS      │
│ 6.  Print SBP Forms                      │
│ 99. Return to Master Menu                │
└─────────────────────────────────────────┘
```

Figure 5.3-47. SBP Information Menu

5.3.1.46.1 DD Form 2656 Specific Information

This option allows you to enter information for completing DD Form 2656. Selecting this option from the SBP Information Menu accesses the first of a series of input screens.

```
┌──────────────────────────────────────────────────────────┐
│      DD Form 2656 Specific Information (Screen 1 of 6)    │
│                  * _____ *                       │
│ SSN: _____   Name: _____   Rank: ___     │
│                                                           │
│ Date Attended SBP Briefing: _____                    │
│                                                           │
│ Beneficiary Category: _____ │
│ Level of Coverage: _____   Reduced Coverage Amount: ____│
│ Supplemental Percentage: __                               │
│                                                           │
│ Do you want to add/change beneficiary/family member information: _│
│                                                           │
│ Is designation of beneficiaries for unpaid retired pay to be by │
│ legal order of precedence: _                              │
│                                                           │
│           F3 = SAVE to commit work; F6 = CANCEL           │
└──────────────────────────────────────────────────────────┘
```

Figure 5.3-48. DD Form 2656 Specific Information

Complete this screen by using the following information.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Date Attended SBP Briefing:	Enter date soldier attended the SBP briefing.
Beneficiary Category:	Enter beneficiary for SBP or press <F2> for choices.

```
┌──────────────────────────────────────────────────┐
│            Beneficiary Categories                 │
│ NONE                                              │
│>SPOUSE ONLY                                       │
│ SPOUSE AND CHILDREN                               │
│ CHILDREN ONLY                                     │
│ FORMER SPOUSE ONLY                                │
│ FORMER SPOUSE AND CHILDREN OF THAT MARRIAGE       │
│ INSURABLE INTEREST                                │
└──────────────────────────────────────────────────┘
```

Level of Coverage:	Enter level of coverage of retired pay.

Reduced Coverage Amount:	Enter amount of reduced coverage if level of coverage is reduced.
Supplemental Percentage:	Enter supplemental percentage in addition to full coverage.
Do you want to add/change beneficiary/family member information.	Enter <Y> to branch to family member information (see below).

```
┌──────────────────────────────────────────────────────┐
│          Add/Change Family Member Browse Menu          │
│>                                                       │
│        SOLDIER'S SSN : 999999999                       │
│                                          CHILD     RET │
│       NAME                   RELATIONSHIP  DEP   SBP PAY│
│  ──────────────────────────  ──────────────────  ───  ───  ───│
│  *** ADD A RECORD ***                                  │
└──────────────────────────────────────────────────────┘
```

If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

```
┌──────────────────────────────────────────────────────┐
│          Add/Change Family Member Browse Menu          │
│>                                                       │
│        SOLDIER'S SSN : 999999999                       │
│                                          CHILD     RET │
│       NAME                   RELATIONSHIP  DEP   SBP PAY│
│  ──────────────────────────  ──────────────────  ───  ───  ───│
│  *** ADD A RECORD ***                                  │
└──────────────────────────────────────────────────────┘
```

This screen lets you add or change family member information.

Field	Description
Soldier's SSN:	SSN is populated from the database.
Soldier's Name:	The soldier's name is populated from the database.
Soldier's Rank:	The soldier's rank is populated from the database.
Name:	Enter family member's name.
SSN:	Enter family member's SSN.
DOB:	Enter family member's date of birth.
Relationship:	Enter family member's relationship to soldier.
Dependent:	Enter <Y> for 'Yes' or <N> for 'No.'
Dependent Child:	Enter <Y> for Yes or <N> for No.
SBP:	Enter <Y> for 'Yes,' if eligible for Survivor Benefit Plan (SBP) or <N> for 'No,' if not eligible.
Disability:	Enter <Y> for 'Yes' if family member is disabled or <N> for 'No' if not disabled.
From Former Marriage:	Enter <Y> for 'Yes' if dependent is from a former marriage or <N> for 'No' if not.
Percentage of Unpaid Retired Pay:	Enter percentage between 5 and 100.
Priority:	Enter priority between 1 and 99.
Same as:	This field allows you to copy a saved address of the soldier's information, including previous family members' addresses.
Street:	Enter family member's street address.
City:	Enter family member's city.
State:	Enter family member's state.

APO/FPO:	Enter family member's APO/FPO.
Gateway Area Code:	Enter family member's gateway area code.
Zip:	Enter family member's 5-digit or 9-digit ZIP code.
Country:	Enter family member's country of residence.
Foreign Postal Code:	Enter family member's foreign postal code.
Date of Marriage:	Enter the date of marriage.
Place:	Enter place of marriage.

Is designation of beneficiaries   Enter <Y> for Yes or <N> for No if unpaid retired pay will be
For unpaid retired pay to be distributed to beneficiaries by legal order of precedence.

Press the <F3> key to access Page 2 of the DD Form 2656 Specific Information screen.

```
╔══════════════════════════════════════════════════════════╗
║        DD Form 2656 Specific Information (Screen 2 of 6)  ║
║                  *  ADDING RECORD  *                      ║
║                                                          ║
║ SSN: 000000002  Name: GOOD MORNING            Rank: CW4  ║
║ FEDERAL INCOME TAX WITHHOLDING INFORMATION:              ║
║                                                          ║
║ Exempt from Tax Withholding: _                           ║
║ Marital Status: _____                 ║
║ Number of Exemptions Claimed: __  Optional Additional Withholding: _____ ║
║                                                          ║
║                                                          ║
║ VOLUNTARY STATE TAX WITHHOLDING INFORMATION:             ║
║                                                          ║
║ State Designated to Receive Tax: __  Requested Monthly Amount: _____ ║
║                                                          ║
║        F3 = SAVE to commit work; F6 = CANCEL; F8/F4 = PREV PAGE ║
╚══════════════════════════════════════════════════════════╝
```

Complete this screen by using the following information.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

FEDERAL INCOME TAX WITHHOLDING INFORMATION:

Exempt from Tax Withholding:	Enter <Y> for Yes or <N> for No if soldier is, or is not claiming a tax withholding exemption.
Marital Status:	Enter the soldier's marital status.
Number of Exemptions Claimed:	Enter number of exemptions claimed.
Optional Additional Withholding:	Enter additional dollar amount to be withheld for Federal Income Tax.

VOLUNTARY STATE TAX WITHHOLDING INFORMATION:

State Designated to Receive Tax:	Enter the two-digit abbreviation for the state of soldier's permanent residence.
Requested Monthly Amount:	Enter dollar amount to be withheld for State Income Tax Amount.

This cannot be less than $10.00 and must be in whole dollars.

Press the <F3> key to access Page 3 of the DD Form 2656 Specific Information screen.

```
╔══════════════════════════════════════════════════════════════╗
║         DD Form 2656 Specific Information (Screen 3 of 6)      ║
║                    *  ADDING RECORD  *                         ║
║                                                               ║
║ SSN: 000000002  Name: GOOD MORNING                 Rank: CW4  ║
║                                                               ║
║ DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER (DD/EFT) INFORMATION: ║
║ Routing Number: _____  Account Type: _____              ║
║ Account Number: _____                        ║
║ Financial Institution Name: _____ ║
║ Street Address: _____║
║ City: _____  State: __  Zip Code: _____-___        ║
║                                                               ║
║                                                               ║
║ SEPARATION PAYMENT INFORMATION:                               ║
║ Did soldier receive Readjustment Pay, Separation Pay, Voluntary Separation ║
║ Inventive, or Special Separation Bonus: _                     ║
║ Payment Type: ___   Monthly Amount of Payment: _____     ║
║                                                               ║
║        F3 = SAVE to commit work; F6 = CANCEL; F8/F4 = PREV PAGE ║
╚══════════════════════════════════════════════════════════════╝
```

Complete this screen by using the following information.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER (DD/EFT) INFORMATION:

Routing Number:	Enter bank routing number of soldier.
Account Type:	Enter "C" for Checking or "S" for Savings.
Account Number:	Enter the soldier's account number.
Financial Institution Name:	Enter name of soldier's financial institution.
Street Address:	Enter street address of soldier's financial institution.
City:	Enter city of soldier's financial institution.
State:	Enter state of soldier's financial institution.
Zip Code:	Enter the 5-digit or 9-digit zip code of soldier's financial institution.

SEPARATION PAYMENT INFORMATION:

Did soldier receive Readjustment Pay, Separation Pay, Voluntary Separation Incentive, or Special Separation Bonus:	Enter <Y> for Yes or <N> for No if soldier received, or did not receive, any of the specified types of separation pay.
Payment Type:	Enter one of the two-digit or three-digit separation payment type codes, or press the <F2> key for choices.

```
┌─────────────────────────────────────────┐
│      Separation Payment Type            │
│ >RP   READJUSTMENT PAY                  │
│  SP   SEPARATION PAY                    │
│  VSI  VOLUNTARY SEPARATION INCENTIVE    │
│  SSB  SPECIAL SEPARATION BONUS          │
└─────────────────────────────────────────┘
```

Monthly Amount of Payment: Enter dollar amount to be paid monthly. This cannot be less than $10.00 and must be in whole dollars

Pressing <F3> will display Page 4 of DD Form 2656 Specific Information screen.

```
┌──────────────────────────────────────────────────────────┐
│     DD Form 2656 Specific Information (Screen 4 of 6)     │
│                  * CHANGING RECORD *                     │
│ SSN: 000000002  Name: GOOD MORNING           Rank: CW4  │
│                                                          │
│ CORRESPONDENCE ADDRESS:              Same as: __         │
│ Street: 67 M ST.                                         │
│ City: MAM CITY       State: CA  ZIP Code: 95999-____    │
│ Foreign State: _____  Country: US  APO/FPO: __│
│ Gateway Area Code: __  Foreign Postal Code: _____   │
│ Phone Number: 230-678-9988                               │
│                                                          │
│ RESIDENCE ADDRESS:                   Same as: __         │
│ Street: 100 Q ST.                                        │
│ City: TEMPA          State: FL  ZIP Code: 55668-____    │
│ Foreign State: _____  Country: US  APO/FPO: __│
│ Gateway Area Code: __  Foreign Postal Code: _____   │
│ Phone Number: _____                 │
│                                                          │
│     F3 = SAVE to commit work; F6 = CANCEL; F8/F4 = PREV PAGE │
└──────────────────────────────────────────────────────────┘
```

Complete this screen by using the following information. Depending on your entries, some fields may be automatically skipped.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

CORRESPONDENCE ADDRESS:

Same as:	This field allows to copy in previous entered address of soldier into correspondence address. Enter CU, HO, NE, RE, SE, or TR, or press <F2> for choices.

```
┌─────────────────────────────────────────┐
│  Correspondence Address Same as         │
│ >CURRENT ADDRESS                        │
│  HOME OF RECORD ADDRESS                 │
│  NEAREST RELATIVE ADDRESS               │
│  RESIDENCE ADDRESS                      │
│  SEPARATION/RETIREMENT ADDRESS          │
│  TRANSITION LEAVE ADDRESS               │
└─────────────────────────────────────────┘
```

Street:	Enter street of soldier's correspondence address.
City:	Enter city of soldier's correspondence address.
State:	Enter state of soldier's correspondence address.
ZIP Code:	Enter the 5-digit or 9-digit ZIP code of soldier's correspondence address.
Foreign State:	Enter foreign state of soldier's correspondence address (if applicable).
Country:	Enter country of soldier's correspondence address (if applicable).
APO/FPO:	Enter "A" for APO or "F" for FPO of soldier's correspondence

	address.
Gateway Area Code:	Enter gateway area code of soldier's correspondence address.
Foreign Postal Code:	Enter foreign postal code of soldier's correspondence address.
Phone Number:	Enter telephone number where soldier can be reached.

<u>RESIDENCE ADDRESS</u>

| Same as: | This field allows you to copy in a previously entered address of soldier into the residence address. Enter CO, CU, HO, NE, SE, or TR, or press <F2> for choices. |

Street:	Enter street of soldier's residence address.
City:	Enter city of soldier's residence address.
State:	Enter state of soldier's residence address.
ZIP Code:	Enter the 5-digit or 9-digit ZIP code of soldier's residence address.
Foreign State:	Enter foreign state of soldier's residence address (if applicable).
Country:	Enter country of soldier's residence address (if applicable).
APO/FPO:	Enter APO or FPO of soldier's residence address.
Gateway Area Code:	Enter gateway area code of soldier's residence address.
ZIP Code:	Enter zip code (extension if applicable) of soldier's residence address.
Country:	Enter country of soldier's residence address.
Foreign Postal Code:	Enter foreign postal code of soldier's residence address.
Phone Number:	Enter telephone number where soldier can be reached.

Pressing <F3> will display Page 5 of DD Form 2656 Specific Information screen.

Complete this screen by using the following information.

Field	Description
SSN:	The soldier's SSN is populated from the database.

Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

MEMBER OF THE RESERVE COMPONENT:

Does the soldier now receive, or were they receiving on the date of retirement, any VA compensation for disability, or salary from a Federal agency?:	Enter <Y> for Yes or <N> for No.
Type:	Enter type of payment or salary.
Amount:	Enter amount of payment or salary.
Effective Date:	Enter date payment or salary is effective.
Federal Agency Name:	Enter agency name from which payment or salary is received.
Agency Street:	Enter street address of the Federal agency.
Agency City:	Enter city of the Federal agency.
Agency State:	Enter state of the Federal agency.
Agency ZIP Code:	Enter zip code (extension if applicable) of the Federal agency.

Pressing <F3> will display Page 6 of DD Form 2656 Specific Information screen.

```
┌─────────────────────────────────────────────────────────┐
│        DD Form 2656 Specific Information (Screen 6 of 6) │
│                   * CHANGING RECORD *                    │
│                                                          │
│ SSN: 000000002  Name: GOOD MORNING          Rank: CW4    │
│                                                          │
│ Enter comments or additional information not covered in the DD Form 2656: │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│                                                          │
│     F3 = SAVE to commit work; F6 = CANCEL; F8/F1 = PRINT DD FORM 2656; │
│            F8/F4 = PREV PAGE; F8/F5 = PGDN; F8/F6 = PGUP  │
└─────────────────────────────────────────────────────────┘
```

Complete this screen by using the following information.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Enter comments or additional information not covered in the DD Form 2656.	Optionally enter any additional comments or relevant information that would be helpful.

Press <F3> to commit work. The program saves your changes and returns you to the SBP Information Menu.

Press <F8/F1> to print the DD Form 2656. The display first shows the DD Form 2656 Witness Selection screen.

```
┌──────────────────────────────────────┐
│     DD Form 2656 Witness Selection    │
│                                       │
│  SBP Spouse Concurrence Witness: __   │
│                                       │
│            Certification Witness: __  │
│                                       │
│  F3 = SAVE to commit work; F6 = CANCEL│
└──────────────────────────────────────┘
```

Complete this screen by using the following information. Press <F3> if this screen does not apply.

Field	Description
SBP Spouse Concurrence Witness:	Enter the SBP spouse concurrence witness by pressing <F2> for choices.
Certification Witness:	Enter the certification witness by pressing <F2> for choices.

Pressing <F3> will display the Print Destination screen.

```
┌──────────────────────────────────────┐
│     Print Destination (v. 2.02)       │
│                                       │
│  Number of Copies: 01                 │
│                                       │
│  Printer Class: _____  │
│  Printer Name: _____        │
│                                       │
│     F3 = SAVE to print; F6 = CANCEL   │
└──────────────────────────────────────┘
```

Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel the print request. After selecting to print, the program returns you to the last (6th) page of the DD Form 2656 Specific Information screen.

5.3.1.46.2 DD Form 2656-1 Specific Information

This option allows you to enter information for completing DD Form 2656-1. Selecting this option from the SBP Information Menu accesses the first of a series of input screens.

```
┌────────────────────────────────────────────────────────────────────┐
│       DD Form 2656-1 Specific Information (Screen 1 of 4)           │
│                    * _____ *                            │
│ SSN: _____   Name: _____   Rank: ___          │
│                                                                     │
│ Is Soldier Currently Married: _                                     │
│ CURRENT SPOUSE NAME:                                                │
│  First: _____   Middle: _____  │
│   Last: _____   Suffix: _____  │
│                                                                     │
│ Current Spouse SSN: _____   Date of Current Marriage: _____  │
│ Relationship to soldier: _____                           │
│                                                                     │
│ CURRENT SPOUSE CORRESPONDENCE ADDRESS:  Same as: __                  │
│ Street: _____         │
│ City: _____   State: __   ZIP Code: _____-____             │
│ Foreign State: _____   Country: __   AFO/FPO: ___        │
│ Gateway Area Code: __   Foreign Postal Code: _____              │
│                                                                     │
│             F3 = SAVE to commit work; F6 = CANCEL                   │
└────────────────────────────────────────────────────────────────────┘
```

Figure 5.3-49. DD Form 2656-1 Specific Information

Complete this screen by using the following information. Depending on your entry selection, a number of fields may be populated from the database.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Is Soldier Currently Married:	Enter <Y> for Yes or <N> for No to indicate the soldier's marital

status. If you enter <N>, you may press skip the subsequent fields and advance to the second page of this screen by pressing <F3>.

CURRENT SPOUSE NAME:

First:	Enter the spouse's first name.
Last:	Enter the spouse's last name.
Middle	Enter the spouse's middle name.
Suffix:	Enter any suffix that applies to the spouse's name.
Current Spouse SSN:	Enter the spouse's SSN.
Date of Current Marriage:	Enter the marriage date for the current spouse.
Relationship to soldier:	Enter either Wife or Husband, or press for <F2> choices.

CURRENT SPOUSE CORRESPONDENCE ADDRESS:

Same as: This field allows you to copy in a previously entered address of soldier into the residence address. Enter CO, CU, HO, RE, SE, or TR, or press <F2> for choices.

```
┌─Current Spouse Address Same as─┐
│ CORRESPONDENCE ADDRESS         │
│ CURRENT ADDRESS                │
│ HOME OF RECORD ADDRESS         │
│ RESIDENCE ADDRESS              │
│ SEPARATION/RETIREMENT ADDRESS  │
│>TRANSITION LEAVE ADDRESS       │
└────────────────────────────────┘
```
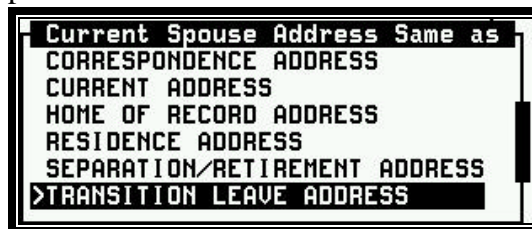
Street:	Enter street of the spouse's residence address.
City:	Enter city of the spouse's residence address.
State:	Enter state of the spouse's residence address.
ZIP Code:	Enter the 5-digit or 9-digit ZIP code of the spouse's residence address.
Foreign State:	Enter foreign state of the spouse's residence address (if applicable).
Country:	Enter country of the spouse's residence address (if applicable).
APO/FPO:	Enter APO or FPO of the spouse's residence address.
Gateway Area Code:	Enter gateway area code of the spouse's residence address.
Foreign Postal Code:	Enter foreign postal code of the spouse's residence address.

Pressing <F3> will display Page 2 of the DD Form 2656-1 Specific Information screen.

```
┌─────────────────────────────────────────────────────────────────┐
│       DD Form 2656-1 Specific Information (Screen 2 of 4)         │
│                    *  ADDING RECORD  *                            │
│ SSN: 000000009  Name: CHIPS AND FISH                  Rank: PV1   │
│                                                                   │
│ Is this election being made pursuant to the requirements of a     │
│ court order: _                                                    │
│                                                                   │
│ Is this election being made pursuant to a written agreement       │
│ previously entered into voluntarily as part of, or incident to,   │
│ a proceeding of divorce, dissolution, or annulment: _             │
│      Was such a voluntary written agreement incorporated in,      │
│      ratified, or approved by a court order: _                    │
│                                                                   │
│ Former Spouse Date of Birth: _____                           │
│ Date Married to Former Spouse : _____                        │
│ Date Divorced from Former Spouse : _____                     │
│ Has Former Spouse Remarried: _  Date of Remarriage: _____    │
│                                                                   │
│    F3 = SAVE to commit work; F6 = CANCEL; F8/F4 = PREV PAGE       │
└─────────────────────────────────────────────────────────────────┘
```

Complete this screen by responding to the pertinent questions and using the following information.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Is this election being made pursuant to the requirements of a court order:	Enter <Y> for Yes or <N> for No.
Is this election being made pusuant to a written agreement previously entered into volunarily as part of, or incident to, a proceeding of divorce, dissolution, or annulment:	Enter <Y> for Yes or <N> for No.
Was such a voluntary written agreement incorporated in, ratified, or approved by a court order:	Enter <Y> for Yes or <N> for No.
Former Spouse Date of Birth:	Enter the former spouse's date of birth.
Date Married to Former Spouse:	Enter the date married to former spouse.
Date Divorced from Former Spouse:	Enter the date divorced from the former spouse.
Has Former Spouse Remarried:	Enter <Y> for Yes or <N> for No.
Date of Remarriage:	Enter the date the former spouse was remarried.

Pressing <F3> will display Page 3 of the DD Form 2656-1 Specific Information screen.

```
╔══════════════════════════════════════════════════════════════════╗
║        DD Form 2656-1 Specific Information (Screen 3 of 4)         ║
║                    *  ADDING RECORD  *                             ║
║                                                                    ║
║ SSN: 000000009  Name: CHIPS AND FISH            Rank: PV1          ║
║                                                                    ║
║ FORMER SPOUSE NAME:                                                ║
║ First: _____     Middle: _____   ║
║  Last: _____     Suffix: _____   ║
║                                                                    ║
║ Former Spouse SSN: _____                                       ║
║                                                                    ║
║ FORMER SPOUSE ADDRESS:                                             ║
║ Street: _____        ║
║ City: _____    State: __  ZIP Code: _____-____          ║
║ Foreign State: _____    Country: __  AFO/FPO: ___         ║
║ Gateway Area Code: __  Foreign Postal Code: _____             ║
║                                                                    ║
║        F3 = SAVE to commit work; F6 = CANCEL; F8/F4 = PREV PAGE    ║
╚══════════════════════════════════════════════════════════════════╝
```

Complete this screen by responding to the pertinent questions and using the following information.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

FORMER SPOUSE NAME:

Field	Description
First:	Enter the former spouse's first name.
Last:	Enter the former spouse's last name.
Middle	Enter the former spouse's middle name.
Suffix:	Enter any suffix that applies to the former spouse's name.
Former Spouse SSN:	Enter the former spouse's SSN.

FORMER SPOUSE CORRESPONDENCE ADDRESS:

Field	Description
Street:	Enter street of the former spouse's residence address.
City:	Enter city of the former spouse's residence address.
State:	Enter state of the former spouse's residence address.
ZIP Code:	Enter the 5-digit or 9-digit ZIP code of the former spouse's residence address.
Foreign State:	Enter foreign state of the former spouse's residence address (if applicable).
Country:	Enter country of the former spouse's residence address (if applicable).
APO/FPO:	Enter APO or FPO of the former spouse's residence address.
Gateway Area Code:	Enter gateway area code of the former spouse's residence address.
Foreign Postal Code:	Enter foreign postal code of the former spouse's residence address.

Pressing <F3> will display Page 4 of the DD Form 2656-1 Specific Information screen.

```
╔══════════════════════════════════════════════════════════════╗
║        DD Form 2656-1 Specific Information (Screen 4 of 4)      ║
║                    *  ADDING RECORD  *                          ║
║                                                                ║
║  SSN: 000000009  Name: CHIPS AND FISH              Rank: PV1   ║
║                                                                ║
║  Enter comments or additional information not covered in the DD Form 2656-1: ║
║  _____  ║
║  _____  ║
║  _____  ║
║  _____  ║
║  _____  ║
║  _____  ║
║  _____  ║
║  _____  ║
║  _____  ║
║  _____  ║
║                                                                ║
║     F3 = SAVE to commit work; F6 = CANCEL; F8/F1 = PRINT DD FORM 2656-1; ║
║             F8/F4 = PREV PAGE; F8/F5 = PGDN; F8/F6 = PGUP       ║
╚══════════════════════════════════════════════════════════════╝
```

Complete this screen by using the following information.

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Enter comments or additional information not covered in the DD Form 2656-1.	Optionally enter any additional comments or relevant information that would be helpful.

Press <F3> to commit work. The program saves your changes and returns you to the SBP Information Menu.

Press <F8/F1> to print the DD Form 2656-1. The display first shows the DD Form 2656-1 Witness Selection screen.

```
╔════════════════════════════════════╗
║   DD Form 2656-1 Witness Selection  ║
║                                     ║
║        Member's Witness: __         ║
║                                     ║
║ F3 = SAVE to commit work; F6 = CANCEL║
╚════════════════════════════════════╝
```

Complete this screen by using the following information. Press <F3> if this screen does not apply.

Field	Description
SBP Spouse Concurrence Witness:	Enter the SBP spouse concurrence witness by pressing <F2> for choices.
Certification Witness:	Enter the certification witness by pressing <F2> for choices.

Pressing <F3> will display the Print Destination screen.

```
╔════════════════════════════════════╗
║      Print Destination (v. 2.02)    ║
║                                     ║
║  Number of Copies: 01               ║
║                                     ║
║  Printer Class: _____  ║
║  Printer Name: _____      ║
║                                     ║
║      F3 = SAVE to print; F6 = CANCEL ║
╚════════════════════════════════════╝
```

Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel the print request. After selecting to print, the

program returns you to the last (4th) page of the DD Form 2656-1 Specific Information screen.

5.3.1.46.3 Add/Change Family Member Information

Use this form to initiate or update a family information file, when required. This system uses this information to calculate the SBP. Selection of this option from the "SBP Information Menu" will display the following screen.

```
┌────────────────────────────────────────────────────────────────┐
│                    Add/Change Family Member                     │
│                                                                 │
│ Soldier's SSN: 999999999  Name: GREAT OUTDOORS          Rank: SFC│
│                                                                 │
│             F3 = SAVE to continue; F6 = CANCEL                  │
│                                                                 │
└────────────────────────────────────────────────────────────────┘
```

Figure 5.3-51. Add/Change Family Member

This screen displays information to find the soldier's current family members.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	Soldier's name is populated from the database.
Rank:	Soldier's rank is populated from the database.

Pressing <F3> will display the following family member browse menu.

```
┌────────────────────────────────────────────────────────────────┐
│            Add/Change Family Member Browse Menu                 │
│>                                                                │
│              SOLDIER'S SSN : 999999999                          │
│                                                    CHILD    RET │
│        NAME                    RELATIONSHIP         DEP  SBP PAY│
│  ───────────────────────   ───────────────────────  ───  ─── ──│
│ *** ADD A RECORD ***                                           │
└────────────────────────────────────────────────────────────────┘
```

If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

```
┌────────────────────────────────────────────────────────────────┐
│                    Family Member Information                    │
│                     *  ADDING RECORD  *                         │
│ Soldier's SSN: 999999999                                        │
│ Soldier's Name: GREAT OUTDOORS              Soldier's Rank: SFC │
│                                                                 │
│ Name:_____  SSN:_____  DOB:_____        │
│ Relationship: WIFE          Dependent: _  Dependent Child: _    │
│ SBP: _    Disability: _    From Former Marriage: _              │
│ Percentage of Unpaid Retired Pay: ___   Priority: __            │
│                                                                 │
│ FAMILY MEMBER ADDRESS:          Same as: __                     │
│ Street: _____        │
│ City: _____ State: __  Foreign State: _____    │
│ APO/FPO: ___   Gateway Area Code: __   ZIP: _____-____          │
│ Country: __  Foreign Postal Code: _____                     │
│                                                                 │
│ Date of Marriage: _____  Place: _____ │
│                                                                 │
│             F3 = SAVE to commit work; F6 = CANCEL               │
│ Enter Family Member's Name (Last First Middle)                  │
└────────────────────────────────────────────────────────────────┘
```

This screen lets you add or change family member information.

Field	Description
Soldier's SSN:	The soldier's SSN is populated from the database.
Soldier's Name:	The soldier's name is populated from the database.
Soldier's Rank:	The soldier's rank is populated from the database.
Name:	Enter family member's name.
SSN:	Enter family member's SSN.

DOB:	Enter family member's date of birth.
Relationship:	Enter family member's relationship to soldier.
Dependent:	Enter <Y> for Yes or <N> for No.
Dependent Child:	Enter <Y> for Yes or <N> for No.
SBP:	Enter <Y> for Yes, if eligible for Survivor Benefit Plan (SBP) or <N> for No, if not eligible.
Disability:	Enter <Y> for Yes if family member is disabled or <N> for No if not disabled.
From Former Marriage:	Enter <Y> for Yes if dependent is from a former marriage or <N> for No if not.
Percentage of Unpaid Retired Pay:	Enter percentage between 5 and 100.
Priority:	Enter priority between 1 and 99.
Same as:	This field allows you to copy a saved address of the soldier's information, including previous family members' addresses.
Street:	Enter family member's street address.
City:	Enter family member's city.
State:	Enter family member's state.
APO/FPO:	Enter family member's APO/FPO.
Gateway Area Code:	Enter family member's gateway area code.
Zip:	Enter family member's 5-digit or 9-digit ZIP code.
Country:	Enter family member's country of residence.
Foreign Postal Code:	Enter family member's foreign postal code.
Date of Marriage:	Enter the date of marriage.
Place:	Enter place of marriage.

Press <F3> to commit work or <F6> to cancel.

5.3.1.46.4 Delete Family Member Information

Use this option to delete family member information that is incorrect or no longer required. Selection of this option from the "SBP Information Menu" will display the following screen.

```
┌──────────────── Delete Family Member Information ────────────────┐
│                                                                  │
│ Soldier's SSN: 999999999  Name: GREAT OUTDOORS      Rank: SFC    │
│                                                                  │
│              F3 = SAVE to continue; F6 = CANCEL                  │
└──────────────────────────────────────────────────────────────────┘
```
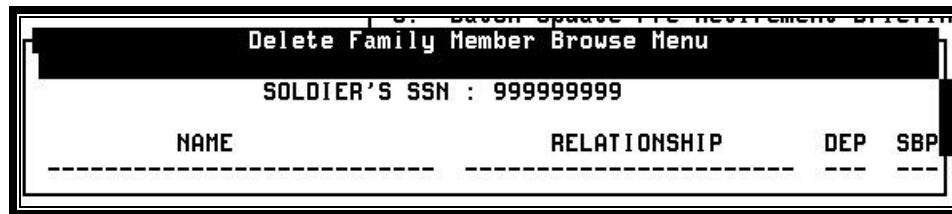
Figure 5.3-53. Delete Family Member Information

This screen lets you identify the soldier that will have one or more family members deleted from the family member information file.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

Pressing <F3> will display the delete family member browse menu as shown.

```
                                  ...     ...........     ....
                      Delete Family Member Browse Menu

                    SOLDIER'S SSN : 999999999

        NAME                         RELATIONSHIP        DEP   SBP
   ---------------------------    ---------------------   ---   ---
```

When you mark your selection that you wish to delete and press <Enter> to delete, the system will ask for confirmation before deletion with the following screen.

```
                 Delete Family Members Confirmation
   Deleted item(s) will be permanently removed from the database.
                 Are you certain you wish to delete? _

          F3 = SAVE to proceed with delete; F6 = CANCEL to abort
```
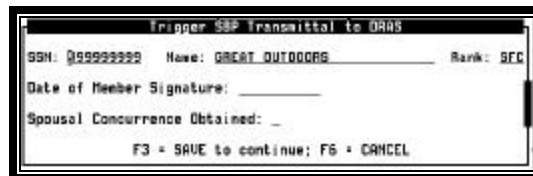
Enter <Y> to delete or <N> to cancel the delete request. Press <F3> to proceed with delete or <F6> to cancel the operation.

5.3.1.46.5 Trigger SBP Transmittal to DRAS

Selecting this option from the "SMP Information Menu" shows the following screen.

```
                  Trigger SBP Transmittal to DRAS
   SSN: 999999999   Name: GREAT OUTDOORS              Rank: SFC
   Date of Member Signature: _____
   Spousal Concurrence Obtained: _
                  F3 = SAVE to continue; F6 = CANCEL
```
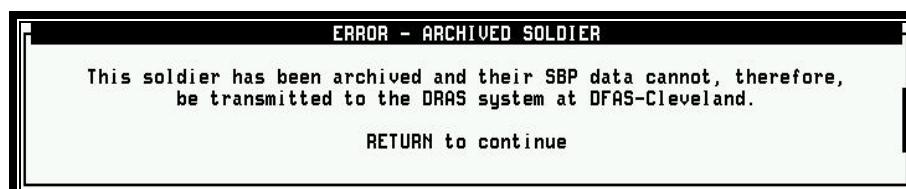
Figure 5.3-55. Trigger SBP Transmittal to DRAS

This screen will allow you to enter data corresponding to DD Form 2656, Section VIII - Survivor Benefit Spousal Concurrence. Namely, you can enter if the Spousal Concurrence (Signature) has been obtained and on what date the soldier signed the final printed DD Form 2656. If a completed DD Form 2656 has not been printed for the entered SSN, no data can be entered on this screen.

Field	Description
SSN:	Enter the soldier's SSN or press <F2> for choices.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Date of Member Signature:	Enter the date that the soldier signed the printed DD Form 2656.
Spousal Concurrence Obtained:	Enter blank, <Y> for Yes or <N> for No.

Press <F3> to continue or <F6> to cancel.

In case the soldier has been archived, then the following error message will appear.

```
                     ERROR - ARCHIVED SOLDIER
     This soldier has been archived and their SBP data cannot, therefore,
               be transmitted to the DRAS system at DFAS-Cleveland.

                          RETURN to continue
```

Press <Enter> to continue.

Figure 5.3-56. SBP Information

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Date Attended SBP Briefing:	Enter date soldier attended SBP briefing.
Beneficiary Category:	Enter beneficiary for SBP or press <F2> for choices.

Field	Description
Level of Coverage:	Enter level of coverage of retired pay.
Reduced Coverage Amount:	Enter amount of reduced coverage if level of coverage is reduced.
Supplemental Percentage:	Enter supplemental percentage in addition to full coverage.
Tax Exempt:	Enter <Y> for Yes or <N> for No if soldier is, or is not claiming exemption.
Number of Exemptions Claimed:	Enter number of exemptions claimed.
Additional Withholding Tax:	Enter additional dollar amount to be withheld for Federal Income Tax.
State Withholding Tax Amount:	Enter dollar amount to be withheld for State Income Tax Amount cannot be less than $10.00 and must be whole dollars.
State Withholding Tax State:	Enter state of soldier's permanent residence.
Tax Marital Status:	Enter tax marital status.
Do you want to add/change beneficiary/family member information:	Enter <Y> to branch to family member information.

```
┌─────────────────────────────────────────────────────────────┐
│            Add/Change Family Member Browse Menu               │
│ >                                                             │
│         SOLDIER'S SSN : 999999999                             │
│                                                    CHILD  RET │
│         NAME                    RELATIONSHIP        DEP  SBP PAY│
│  ───────────────────────────   ───────────────────  ───  ─── ───│
│  *** ADD A RECORD ***                                         │
└─────────────────────────────────────────────────────────────┘
```

If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

```
┌─────────────────────────────────────────────────────────────┐
│            Add/Change Family Member Browse Menu               │
│ >                                                             │
│         SOLDIER'S SSN : 999999999                             │
│                                                    CHILD  RET │
│         NAME                    RELATIONSHIP        DEP  SBP PAY│
│  ───────────────────────────   ───────────────────  ───  ─── ───│
│  *** ADD A RECORD ***                                         │
└─────────────────────────────────────────────────────────────┘
```

This screen lets you add or change family member information.

Field	Description
Soldier's SSN:	SSN is populated from the database.
Soldier's Name:	The soldier's name is populated from the database.
Soldier's Rank:	The soldier's rank is populated from the database.
Name:	Enter family member's name.
SSN:	Enter family member's SSN.
DOB:	Enter family member's date of birth.
Relationship:	Enter family member's relationship to soldier.
Dependent:	Enter <Y> for 'Yes' or <N> for 'No.'
Dependent Child:	Enter <Y> for Yes or <N> for No.
SBP:	Enter <Y> for 'Yes,' if eligible for Survivor Benefit Plan (SBP) or <N> for 'No,' if not eligible.
Disability:	Enter <Y> for 'Yes' if family member is disabled or <N> for 'No' if not disabled.
From Former Marriage:	Enter <Y> for 'Yes' if dependent is from a former marriage or <N> for 'No' if not.
Percentage of Unpaid Retired Pay:	Enter percentage between 5 and 100.
Priority:	Enter priority between 1 and 99.
Same as:	This field allows you to copy a saved address of the soldier's information, including previous family members addresses.
Street:	Enter family member's street address.
City:	Enter family member's city.
State:	Enter family member's state.
APO/FPO:	Enter family member's APO/FPO.
Gateway Area Code:	Enter family member's gateway area code.
Zip:	Enter family member's a 5-digit or 9-digit ZIP code.
Country:	Enter family member's country of residence.
Foreign Postal Code:	Enter family member's foreign postal code.

Date of Marriage: Enter the date of marriage.

Place: Enter place of marriage.

Pressing <F3> will take you to Page 2 of SBP Information screen.


```
                    SBP Information (Page 2 of 3)
                         *  ADDING RECORD  *
         SSN: 999999999  Name: GREAT OUTDOORS              Rank: SFC

         FINANCIAL INSTITUTION INFORMATION:
         Bank Routing Number: _____  Type of Account: _____
         Account Number: _____
         Financial Institution Name: _____
         Street Address:
                        _____
         City: _____  State: __  ZIP Code: _____-____

         CORRESPONDENCE ADDRESS:                  Same as: __
         Street: _____
         City: _____  State: __  Foreign State: _____
         APO/FPO: __  Gateway Area Code: __  ZIP Code: _____-____
         Country: __  Foreign Postal Code: _____
         Phone Number: _____

              F3 = SAVE to commit work; F6 = CANCEL; F8/F4 = PREV PAGE
         Enter Soldier's Bank Routing Number
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Bank Routing Number:	Enter bank routing number of soldier.
Type of Account:	Enter "C" for Checking or "S" for Savings.
Account Number:	Enter account number of soldier.
Financial Institution Name:	Enter name of soldier's financial institution.
Street Address:	Enter street address of soldier's financial institution.
City:	Enter city of soldier's financial institution.
State:	Enter state of soldier's financial institution.
ZIP Code:	Enter the 5-digit or 9-digit ZIP code of soldier's financial institution.
Same as:	This field lets you copy a saved soldier's address into the correspondence address.

CORRESPONDENCE ADDRESS

Field	Description
Street:	Enter street of soldier's correspondence address.
City:	Enter city of soldier's correspondence address.
State:	Enter state of soldier's correspondence address.
APO/FPO:	Enter "A" for APO or "F" for FPO of soldier's correspondence address.
Gateway Area Code:	Enter gateway area code of soldier's correspondence address.
ZIP Code:	Enter the 5-digit or 9-digit ZIP code of soldier's correspondence address.
Country:	Enter country of soldier's correspondence address.
Foreign Postal Code:	Enter foreign postal code of soldier's correspondence address.
Phone Number:	Enter the telephone number where soldier can be reached.

Pressing <F3> will display Page 3 of SBP Information screen.

```
┌─────────────────────────────────────────────────────────┐
│                SBP Information (Page 3 of 3)              │
│                    *  ADDING RECORD  *                    │
│  SSN: 999999999  Name: GREAT OUTDOORS          Rank: SFC  │
│                                                           │
│  RESIDENCE ADDRESS:                       Same as: |_     │
│  Street: _____ │
│  City: _____ State: __  Foreign State: _____  │
│  APO/FPO: ___  Gateway Area Code: __  ZIP Code: _____-___ │
│  Country: __  Foreign Postal Code: _____               │
│  Phone Number: 817 981-0123_____                  │
│                                                           │
│  ARMY RESERVE COMPONENT MEMBERS NOT ON ACTIVE DUTY RETIRING AT AGE 60 │
│  Will soldier be receiving on the date of retirement any VA compensation │
│  or salary from other government agency: _                │
│  Type: _____ Amount: _____ Effective Date: _____ │
│  Agency Name: _____ │
│  Street: _____ │
│  City: _____ State: __  ZIP Code: _____-___   │
│            F3 = SAVE to commit work; F6 = CANCEL;         │
│          F8/F1 = PRINT DD FORM 2656; F8/F4 = PREV PAGE    │
│  Enter 'CO','CU','HO','SE','TR'; F2 = CHOICES             │
└─────────────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Same as:	This field allows to copy in previous entered address of soldier into correspondence address.

RESIDENCE ADDRESS

Field	Description
Street:	Enter street of soldier's residence address.
City:	Enter city of soldier's residence address.
State:	Enter state of soldier's residence address.
APO/FPO:	Enter APO or FPO of soldier's residence address.
Gateway Area Code:	Enter gateway area code of soldier's residence address.
ZIP Code:	Enter zip code (extension if applicable) of soldier's residence address.
Country:	Enter country of soldier's residence address.
Foreign Postal Code:	Enter foreign postal code of soldier's residence address.
Phone Number:	Enter phone number where soldier can be reached.

Army Reserve Component Members not on Active Duty retiring at age 60.

Field	Description
Will soldier be receiving on the date of retirement any VA compensation or salary from other government agency?:	Enter <Y> for Yes or <N> for No.
Type:	Enter type of payment or salary.
Amount:	Enter amount of payment or salary.
Effective Date:	Enter date payment or salary is effective.
Agency Name:	Enter agency name from which payment or salary is received.
Agency Street:	Enter street address of agency.
Agency City:	Enter city of agency.
Agency State:	Enter state of agency.
Agency ZIP Code:	Enter zip code (extension if applicable) of agency.

Press <F3> to commit work. Pressing <F8/F2> will take you to print destination screen from where

you can print DD Form 2656.

5.3.1.47 Batch Update Pre-Retirement Briefing Attendance.

This information is used to batch update multiple soldier records with the date the soldiers attended their pre-retirement briefing. Selection of this option from the "Retirement Menu" will display the following screen. This screen lets you enter the soldiers who attended their pre-retirement briefing on the date specified. You can produce a roster that lists the SSN, Name, and Rank of each attendee. Information you enter on this form updates the "Date Attended Pre-Retirement Briefing" in the data base.

```
╔═══════════════════════════════════════════════════════════════════╗
║          Batch Update Pre-Ret Briefing Attendance                 ║
║ Date of Briefing: _____                                      ║
║                                                                   ║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║     SSN: _____   Name: _____ Rank: ___║
║       F3 = SAVE to commit work; F8/F1 = PRINT;                    ║
║    F8/F3 = BOTTOM; F8/F5 = PGDN; F8/F6 = PGUP; F6 = CANCEL        ║
╚═══════════════════════════════════════════════════════════════════╝
```

Figure 5.3-57. Batch Update Pre-Retirement Briefing Attendance

Field	Description
Date of Briefing:	Enter date of pre-retirement briefing for which you want to update attendance. If data already exists for a briefing date, it will populate the form when cursor is out of this field.
SSN:	Enter the soldier's SSN. When cursor is out of this field, the Name and Rank fields are automatically populated. If a SSN that is not in the database is entered, a warning message will appear.
Name:	Soldier's name is populated from the database.
Rank:	Soldier's rank is populated from the database.

Press <F3> to commit work or <F8/F1> to print or <F6> to cancel.

5.3.1.48 DA Form 31 Information.

Use this form to collect information needed to generate a Request and Authority for Leave (DA Form 31). For more details, refer to paragraph 5.3.1.16.

5.3.1.49 Soldier Address Information.

Use this option to view or edit the various addresses of a soldier, without having to page through any other forms. Selection of this option from the "Retirement Menu" will display the following screen.

```
╔═══════════════════════════════════════════════════════════════════╗
║              Soldier Address Information                           ║
║                                                                   ║
║ SSN: 999999999   Name: ENLISTED GUY                   Rank: PV1   ║
║                                                                   ║
║    F3 = SAVE to continue; F8/F3 = Auto Paging; F6 = CANCEL        ║
╚═══════════════════════════════════════════════════════════════════╝
```

Figure 5.3-58. Soldier Address Information

The first screen displayed requests the soldier's SSN. After entering a valid SSN, press <F3> to

display an address menu. Press <F8/F3> to page through each address entry screen without using the address menu.

```
┌─ Soldier Address Information Menu ─┐
│>1.  Correspondence Address         │
│ 2.  Current Address                │
│ 3.  Home Of Record Address         │
│ 4.  Nearest Relative Address       │
│ 5.  Residence Address              │
│ 6.  Separation/Retirement Address  │
│ 7.  Transition Leave Address       │
│ 99. Return to Master Menu          │
└────────────────────────────────────┘
```
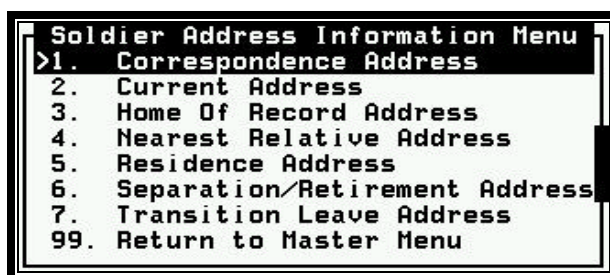
For further details refer to paragraph 5.3.1.17.

5.3.1.50 Physical Disability Menu.

This menu, gives you access to the items used in processing Physical Disability Separation/ Retirement cases. Selection of this option from the "Separation Processing Menu" will display the following screen.

```
┌─ PHYSICAL DISABILITY INFO AND REPORTS ─┐
│>1.  View/Print PDB Soldier Information  │
│ 2.  View  Notification/Recall Report    │
│ 3.  Print Notification/Recall Report    │
│ 4.  Acknowledge Recall of Soldier       │
│ 99. Return to Master Menu               │
└─────────────────────────────────────────┘
```
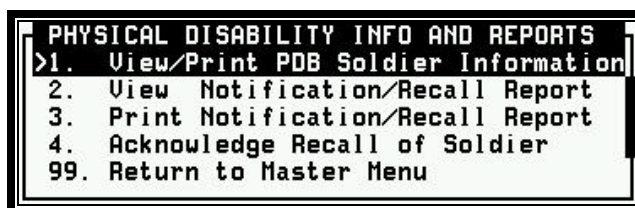
Figure 5.3-59. Physical Disability Menu

5.3.1.51 View/Print PDB Information and Reports

This item gives you access to the two Physical Disability Information screens, that allows you to view and print the information needed for Physical Disability Separations and Retirements. Selection of this option from the "Physical Disability Information and Reports Menu" will display the following screen.

```
┌──── VIEW/PRINT SOLDIER PHYS DISABILITY INFO ────┐
│                                                  │
│ SSN: 999999999  Name: GREAT OUTDOORS   Rank: SFC │
│                                                  │
│     F8/F1 = PRINT;  F8/F2 = VIEW; F6 = CANCEL    │
└──────────────────────────────────────────────────┘
```
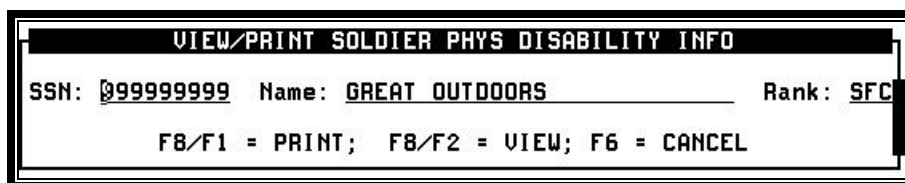
Figure 5.3-60. View/Print PDB Information and Reports

Field	Description
SSN:	Enter the soldier's SSN or press <F2> for choices.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

Press <F8/F1> to print or <F8/F2> to view the information or <F6> to cancel. Pressing <F8/F2> will take you to the disability information' screen.

Press <q> to quit. Pressing <F8/F1> will take you to the print destination screen. Enter the number of copies, printer class, and the printer name for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel.

5.3.1.52 View Notification/Recall Report

This item gives you access to view the soldier's notification/recall report. Selection of this option from the "Physical Disability Information and Reports Menu" will display the Notification/Recall Report.

5.3.1.53 Print Notification/Recall Report

This item gives you access to view the soldier's notification/recall report. Selection of this option from the "Physical Disability Information and Reports Menu" will display the following screen.

```
┌──────────────────────────────────────────┐
│        Print Destination (v. 2.02)       │
│                                          │
│ Number of Copies: 01                     │
│                                          │
│ Printer Class: LASER PRINTER             │
│ Printer Name: SLAVE PRINTER              │
│                                          │
│    F3 = SAVE to print; F6 = CANCEL       │
└──────────────────────────────────────────┘
```

Figure 5.3-61. Print Notification/Recall Report

Enter the number of copies, printer class, and the printer name. Press <F3> to print or <F6> to cancel.

5.3.1.54 Acknowledge Recall of Soldier

This item gives you access to the soldier's physical disability case recall acknowledgement. Selection of this option from the "Physical Disability Information and Reports Menu" will display the following screen.

```
┌──────────────────────────────────────────────────────────────┐
│           Acknowledge Recall of PDB Case                     │
│                                                              │
│ SSN: 999999999  Name: GREAT OUTDOORS            Rank: SFC    │
│                                                              │
│   NOTE: The installation Transition Point must enter 'Y' on  │
│         this screen to remove the soldier from the Recall Report │
│                                                              │
│   Transition Point has been notified of recall: _            │
│                                                              │
│        F3 = SAVE to continue; F6 = CANCEL to abort           │
└──────────────────────────────────────────────────────────────┘
```

Figure 5.3-62. Acknowledge Recall of Soldier

Field	Description
SSN:	Enter the soldier's SSN or press <F2> for choices.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
Transition Point has been notified of recall:	Enter <Y> or <N>

Press <F3> to continue or <F6> to cancel.

5.3.1.55 Documents Menu.

When you select this menu from the "Peacetime Menu," the following screen will appear.

```
┌──────────────────────────────────────────┐
│              Documents Menu              │
│ >1.  Print Documents for a Soldier       │
│  2.  Batch Print Documents               │
│  3.  Print Certificates for a Soldier    │
│ 99.  Return to Master Menu               │
└──────────────────────────────────────────┘
```

Figure 5.3-63. Documents Menu

5.3.1.56 Print Documents for a Soldier.

This menu lets you print any of the following forms for a soldier:

DD Form 214   DD Form 2656 – 1   DA Form 1506
DD Form 214WS   DD Form 2656 – I –1   DA Form 2339
DD Form 2656   DA Form 31   Service Time
DD Form 2656 – I   DA Form 31-I

When you highlight this option from "Documents Menu" and press <Enter>, the following screen will appear.

```
┌──────────────────────────────────────────────────────────┐
│         Identify Soldier for Printing Documents           │
│                                                            │
│ SSN: _____    Name: _____    Rank: ___  │
│                                                            │
│             F3 = SAVE to continue; F6 = CANCEL             │
└──────────────────────────────────────────────────────────┘
```
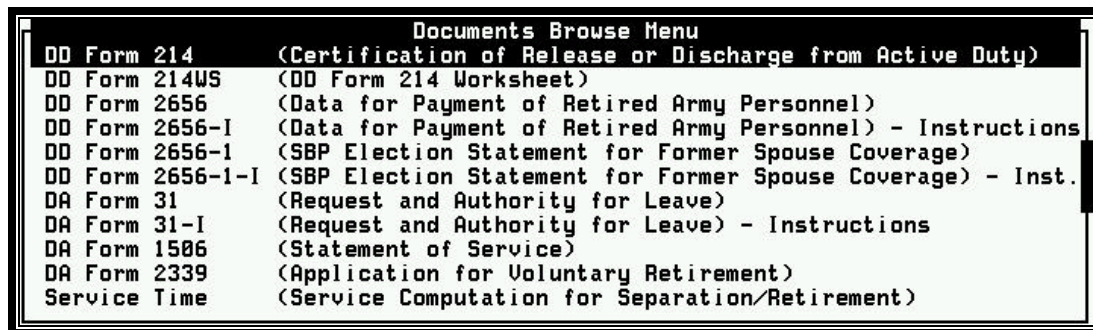
Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

After entering a valid SSN, press <F3> to display the "Documents Browse Menu."

```
                    Documents Browse Menu
DD Form 214      (Certification of Release or Discharge from Active Duty)
DD Form 214WS    (DD Form 214 Worksheet)
DD Form 2656     (Data for Payment of Retired Army Personnel)
DD Form 2656-I   (Data for Payment of Retired Army Personnel) - Instructions
DD Form 2656-1   (SBP Election Statement for Former Spouse Coverage)
DD Form 2656-1-I (SBP Election Statement for Former Spouse Coverage) - Inst.
DA Form 31       (Request and Authority for Leave)
DA Form 31-I     (Request and Authority for Leave) - Instructions
DA Form 1506     (Statement of Service)
DA Form 2339     (Application for Voluntary Retirement)
Service Time     (Service Computation for Separation/Retirement)
```

Figure 5.3-64. Documents Browse Menu

The "Browse Menu" displays all the separation/retirement documents. To select documents you want to print, highlight each document and press <F2> to mark. When done selecting the documents press <Enter>. Upon selecting certain documents, you will be prompted for a signature block or an address. Additional descriptions for printing certain specific forms follows.

DD Form 214 (Certification of Release of Discharge from Active Duty). When you highlight this option from "Print Documents for a Soldier Menu" and press <Enter>, the following screen will appear.

```
┌─────────────────────────────────────────────┐
│  DD Form 214 Soldier Signature Selection     │
│ >SOLDIER WILL SIGN                           │
│  SOLDIER REFUSED TO SIGN                     │
│  SOLDIER NOT AVAILABLE TO SIGN               │
└─────────────────────────────────────────────┘
```

This menu will allow you to select how the signature block on the DD Form 214 will appear.

   ??   Selection of "SOLDIER WILL SIGN" will leave the signature block blank.

   ??   Selection of "SOLDIER REFUSED TO SIGN" will populate the signature block with the text "SOLDIER REFUSED TO SIGN."

   ??   Selection of "SOLDIER NOT AVAILABLE TO SIGN" will populate the signature block with the text "SOLDIER NOT AVAILABLE TO SIGN."

To select a form for printing, highlight the desired form using the arrow keys and press <Enter>. Do this

for each form you want to print. The following screen will appear.

```
┌─ DD Form 214 Signature Block Browse Menu ─┐
│ >1      NATASHA FATALE                     │
│  2      NULL TEST                          │
└───────────────────────────────────────────┘
```

To print, highlight your selection and press <Enter>. This will take you to printer select screen.

```
┌───────────── Select Document Printers ──────────────┐
│                                                      │
│      Printer for Laser-Printed Forms:                │
│          Printer Name:  laser                        │
│                                                      │
│  How do you want the DD Form 214 to be printed? LAS  │
│                                                      │
│      Draft Printer Number One:                       │
│          Printer Name:  N/A                          │
│                                                      │
│      Draft Printer Number Two:                       │
│          Printer Name:  N/A                          │
│                                                      │
│      Printer for Continuation Pages/Variance:        │
│          Printer Class: N/A                          │
│          Printer Name:  N/A                          │
│                                                      │
│      F3 = SAVE to continue; F6 = CANCEL to abort     │
│                                                      │
└──────────────────────────────────────────────────────┘
```

This form allows you to select the printer name and printer class. Pressing <F3> will print the worksheet or <F6> will cancel the printing operation.

DD Form 2656 (Data for payment of Retired Army Personnel). When you highlight this option from "Print Documents for a Soldier Menu" and press <Enter>, the following screen will appear.

```
┌─── DD Form 2656 Witness Selection ───┐
│  Spousal Concurrence Witness    __   │
│                                      │
│  Certification Witness          __   │
│                                      │
│  F3 = SAVE to continue; F6 = CANCEL  │
└──────────────────────────────────────┘
```

Field   Description

Spousal Concurrence Witness: Enter the Spousal Concurrence Witness or press <F2> for choices.

```
┌─ Spousal Concurrence Witness Browse Menu ─┐
│  01     Wolf the Man                       │
│ >02     Frank N. Stein                     │
│  11     MARLYCE HAAGENSON                  │
│  12     PATRICK A. BARBER                  │
│  13     THOMAS A. GRADY JR                 │
│  14     ANTHONY F. LA SCOLA JR.            │
│  15     EMORY D. NEAL                      │
└────────────────────────────────────────────┘
```

Certification Witness: Enter the certification witness or press <F2> for choices.

Press <F3> to continue. This will take you to the Print Destination screen. Enter the number of copies, printer class, and the printer name. Press <F3> to print or <F6> to cancel.

DA Form 1506 (Statement of Service). When you highlight this option from "Print Documents for a Soldier Menu" and press <Enter>, the following screen will appear.

```
┌─────────────────────────────────────────────────┐
│        Complete Mailing Addr for DA Form 1506     │
│                                                   │
│ ─────────────────────────────────────────────    │
│ ─────────────────────────────────────────────    │
│ ─────────────────────────────────────────────    │
│                                                   │
│        F3 = SAVE to continue; F6 = CANCEL         │
└─────────────────────────────────────────────────┘
```

This screen displays information to complete a mailing address for DA Form 1506. Enter the complete address for the DA Form 1506 and press <F3> to save.

DA Form 2339 (Application for Voluntary Retirement). When you highlight this option from "Print Documents for a Soldier Menu" and press <Enter>, the following screen will appear.

```
┌─DA Form 2339 Signature Block Browse Menu─┐
│  1        NATASHA FATALE                  │
│ >2        NULL TEST                       │
│  4        SUE M. MIDDLETON                │
└───────────────────────────────────────────┘
```

This screen allows you to select the appropriate official whose signature block will appear on the DA Form 2339. The SA maintains the menu. If the official for signature authority is not appropriate, contact the SA.

5.3.1.57 Batch Print Documents.

This screen allows you to batch print one form for multiple soldiers that you specify. When you highlight this option from "Documents Menu" and press <Enter>, the following screen will appear.

```
┌──────────────────────────Documents Browse Menu──────────────────────────┐
│ DD Form 214      (Certification of Release or Discharge from Active Duty) │
│ DD Form 214WS    (DD Form 214 Worksheet)                                  │
│ DD Form 2656     (Data for Payment of Retired Army Personnel)             │
│ DD Form 2656-I   (Data for Payment of Retired Army Personnel) - Instructions│
│ DD Form 2656-1   (SBP Election Statement for Former Spouse Coverage)      │
│ DD Form 2656-1-I (SBP Election Statement for Former Spouse Coverage) - Inst.│
│ DA Form 31       (Request and Authority for Leave)                        │
│ DA Form 31-I     (Request and Authority for Leave) - Instructions         │
│ DA Form 1506     (Statement of Service)                                   │
│ DA Form 2339     (Application for Voluntary Retirement)                   │
│ Service Time     (Service Computation for Separation/Retirement)          │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure 5.3-65. Documents Browse Menu

The screen displayed allows you to specify the name of the form to print and identify the soldiers you want forms printed for. When you highlight your selection and press <Enter> the following screen appears.

```
┌─DD Form 214 Signature Block Browse Menu─┐
│  1        NATASHA FATALE                 │
│ >2        NULL TEST                      │
└──────────────────────────────────────────┘
```

To print, highlight your selection and press <Enter>. This will take you to the following screen.

```
┌─────────────────────────────────────────────────────┐
│         Identify Soldiers for Batch Printing          │
│   SSH        NAME        SIGN   SSH       NAME    SIGN │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│  _____  _____   __   _____  _____  __ │
│          F3 = SAVE to commit work; F6 = CANCEL        │
└─────────────────────────────────────────────────────┘
```

This screen displays information for batch printing a transition/retirement document.

Field	Description
Document:	Enter the transition/retirement document you want to print or press <F2> for choices.
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Sign:	Enter the signature status of the soldier for the DD Form 214 or press <F2> for choices.

```
┌──── soldier signature ────┐
│>N   will not sign         │
│ R   refused to sign       │
└───────────────────────────┘
```

To print, highlight your selection and press <Enter>. Press <F3> to commit work or <F6> to cancel.

5.3.1.58 Print Certificates for a Soldier.

When you highlight this option from "Documents Menu" and press <Enter>, the following screen will appear.

```
┌─────────────────────────────────────────────────────┐
│        Identify Soldier for Printing Documents        │
│ SSN: _____   Name: _____  Rank: ___   │
│          F3 = SAVE to continue; F6 = CANCEL           │
└─────────────────────────────────────────────────────┘
```

Figure 5.3-66. Identify Soldier for Printing Documents.

This menu lets you print any of the above certificates for a soldier that you specify.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

After entering a valid SSN, press <F3> to display the following "Browse Menu" (the certificates list).

```
                    Documents Browse Menu
            Certificate of Appreciation
            Certificate of Retirement
            Department of the Army Certificate of Appreciation
            General Discharge
            Honorable Discharge
```

This menu displays all the transition/retirement certificates. To select a certificate for printing, highlight the desired certificate using the arrow keys and press <F2> to mark it. Do this for each certificate you want to print. To print, press <Enter>. Upon selecting certain certificates, you will be prompted for a signature block.

5.3.1.59 Certificate of Appreciation.

Selection of this option from the "Print Certificates for a Soldier Menu" will present the following screen.

```
                    CERTIFICATE OF APPRECIATION

            Insert the certificate and adjust it so that the first line to be
            printed is under the print head.  Verify that the printer is set for
        6 lines-per-inch vertical spacing and 10 characters-per-inch horizontal
                    spacing.  When ready, press RETURN to begin printing.
```

In case you have not hooked a printer to your terminal, then the following warning message will appear.

```
                            PRINTER WARNING
            To use this option, you must have a printer hooked to your terminal.
        Press return to print to the slave printer,  press any other key to exit.
```

Press <Enter> to print or any other key to exit.

5.3.1.60 Certificate of Retirement.

Selection of this option from the "Print Certificates for a Soldier" menu will present the following screen.

```
                    CERTIFICATE OF RETIREMENT

            Insert the certificate and adjust it so that the first line to be
            printed is under the print head.  Verify that the printer is set for
        6 lines-per-inch vertical spacing and 10 characters-per-inch horizontal
                    spacing.  When ready, press RETURN to begin printing.
```

Press <Enter> to print. In case you have entered the SSN of a soldier who is not retiring, then an error message will appear.

5.3.1.61 Department of the Army Certificate of Appreciation.

Selection of this option from the "Print Certificates for a Soldier" menu will present the following screen.

```
                DEPARTMENT OF THE ARMY CERTIFICATE OF APPRECIATION

            Insert the certificate and adjust it so that the first line to be
            printed is under the print head.  Verify that the printer is set for
        6 lines-per-inch vertical spacing and 10 characters-per-inch horizontal
                    spacing.  When ready, press RETURN to begin printing.
```

Press <Enter> to print.

5.3.1.62 General Discharge.

Selection of this option from the "Print Certificates for a Soldier" menu will present the following screen.

```
┌─Discharge Certificates Signature Block Browse Menu─┐
│  1     NATASHA FATALE                              │
│ >2     NULL TEST                                   │
│  4     SUE M. MIDDLETON                            │
└────────────────────────────────────────────────────┘
```

This menu allows you to select the appropriate official whose signature block will appear on the General Discharge and Honorable Discharge certificates. The SA maintains the signature block menu. If the Official for signature authority is not appropriate, contact the SA. Highlight your selection and press <Enter>. In case you have entered the SSN of a soldier who is not separating/retiring, then the following error screen will appear.

```
┌──────────────────────────────────────────────────────┐
│              ERROR - WRONG CHARACTER OF SERVICE       │
│                                                       │
│    This soldier is not separating/retiring with a 'Character of Service'│
│      of "Under Honorable Conditions (General)", therefore a "General    │
│                 Discharge" certificate will not be printed.             │
│                                                       │
│                    RETURN to continue                 │
└──────────────────────────────────────────────────────┘
```
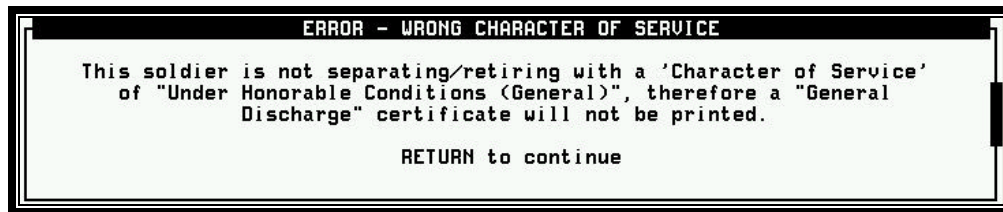
Press <Enter> to continue.

5.3.1.63 Honorable Discharge.

Selection of this option from the "Print Certificates for a Soldier" menu will present the following screen.

```
┌─Discharge Certificates Signature Block Browse Menu─┐
│  1     NATASHA FATALE                              │
│ >2     NULL TEST                                   │
│  4     SUE M. MIDDLETON                            │
└────────────────────────────────────────────────────┘
```

This menu allows you to select the appropriate official whose signature block will appear on the General Discharge and Honorable Discharge certificates. The SA maintains the signature block menu. If the Official for signature authority is not appropriate, contact the SA. Highlight your selection and press <Enter>.

```
┌──────────────────────────────────────────────────────┐
│                  HONORABLE DISCHARGE                  │
│                                                       │
│      Insert the certificate and adjust it so that the first line to be │
│     printed is under the print head.  Verify that the printer is set for│
│  6 lines-per-inch vertical spacing and 10 characters-per-inch horizontal│
│              spacing.  When ready, press RETURN to begin printing.      │
└──────────────────────────────────────────────────────┘
```
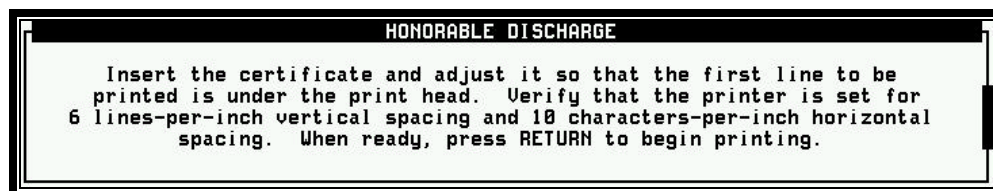
Press <Enter> to begin printing. In case you have entered the SSN of a soldier who is not separating/retiring, then an error message will appear.

5.3.1.64 Orders Menu.

This menu provides access to functions that let you issue, reprint, query/delete orders, and maintain an orders log. When you select this menu from the "Peacetime Menu," the following screen will appear.

```
┌──────────────────────────────┐
│          Orders Menu         │
│ >1.   Issue Orders           │
│  2.   Edit/Reprint Orders    │
│  3.   Query Orders Menu      │
│  4.   Orders Log             │
│  5.   Delete Orders          │
│  6.   Soldier Information    │
│ 99.   Return to Master Menu  │
└──────────────────────────────┘
```
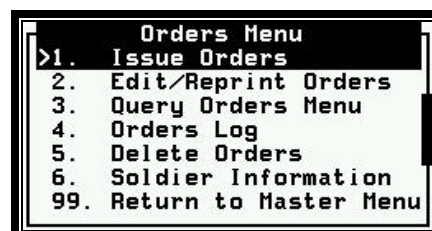
Figure 5.3-67. Orders Menu

5.3.1.65 Issue Orders.

When you select this menu from the "Orders Menu," the following screen will appear.

```
┌─────────────────────────────────────────────────────────────┐
│                       Issue Orders                          │
│ SSN: 999999999      Name: GREAT OUTDOORS            Rank: SFC│
│                                                              │
│      Primary Format: ___                                     │
│                                                              │
│      Primary Version: ___                                    │
│                                                              │
│ OPTIONAL                                                     │
│                                                              │
│      Secondary Format: ___                                   │
│                                                              │
│      Secondary Version: ___                                  │
│                                                              │
│            F3 = SAVE to continue; F6 = CANCEL                │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.3-68. Issue Orders Issue Orders

Field	Description
SSN:	Enter the soldier's SSN or press <F2> for choices.
Primary Format:	Enter the primary format or press <F2> for choices.
Primary Version:	Enter the primary version or press <F2> for choices.
OPTIONAL	
Secondary Format:	Enter the secondary format or press <F2> for choices.
Secondary Version:	Enter the secondary version or press <F2> for choices.

Press <F3> to continue. This will display the following screen in respect of 'Order format 266 data entry form.'

```
┌─────────────────────────────────────────────────────────────┐
│               Orders Format 266 Data Entry Form             │
│ SSN: 999999999   Name: GREAT OUTDOORS        Rank: SFC  UIC: ____│
│ Unit of assignment: HHD 3/28 SF FLNG                        │
│                                                              │
│ Install: _____     ST: __  APO/FPO:___  Gateway:__  ZIP: ____-__│
│ National Guard State: __                                     │
│ Effective date: _____                                     │
│ Army National Guard unit:                                    │
│                                                              │
│ National Guard grade of rank: ___                            │
│ National Guard basic branch: __                              │
│ National Guard component: AA__                               │
│ Last permanent duty station:                                 │
│ HHD 3/28 SF FLNG (      )                                     │
│ Accounting classification:                                   │
│                                                              │
│ Percentage of disability: ___                                │
│ PEBD: NA                                                     │
│              F3 = SAVE to commit work; F6 = CANCEL            │
└─────────────────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.
UIC:	Enter the UIC.
Unit of Assignment:	Enter the unit of assignment.
Install:	Enter the installation name.

ST: Enter the installation state code.

APO/FPO: Enter the installation APO/FPO indicator.

Gateway: Enter the installation gateway area code.

ZIP: Enter the installation zip code.

National Guard State: Enter the two-letter state code of the soldier's National Guard state.

Effective date: Enter the effective date of release from ADT in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.

Army National Guard Unit: Enter the soldier's Army National Guard Unit.

National Guard grade of rank: Enter the soldier's National Guard grade of rank or press <F2> for choices.

```
┌──────────────── Rank 266 ────────────────┐
│                                          │
│ >PV1   PRIVATE E1                        │
│  PV2   PRIVATE E2                        │
│  PFC   PRIVATE FIRST CLASS               │
│  SPC   SPECIALIST 4                      │
│  CPL   CORPORAL                          │
│  SGT   SERGEANT                          │
│  SSG   STAFF SERGEANT                    │
│  SFC   SERGEANT FIRST CLASS              │
│  1SG   FIRST SERGEANT                    │
│  MSG   MASTER SERGEANT                   │
│  SGM   SERGEANT MAJOR                    │
│  CSM   COMMAND SERGEANT MAJOR            │
│  SMA   SERGEANT MAJOR OF THE ARMY        │
│  WO1   WARRANT OFFICER W1                │
│  CW2   CHIEF WARRANT OFFICER W2          │
│  CW3   CHIEF WARRANT OFFICER W3          │
│  CW4   CHIEF WARRANT OFFICER W4          │
└──────────────────────────────────────────┘
```

National Guard basic branch: Enter the soldier's National Guard basic branch.

National Guard component: Enter the soldier's component.

Last Permanent duty station: Enter the actual location of the soldier's last permanent duty station.

Accounting classification: Enter the accounting classification.

Percentage of disability: Enter the percentage of disability the soldier has received during active duty. Enter a disability percentage between 0 - 100. Enter 'n' or 'n/a' if not applicable.

PEBD: The PEBD is a protected field. The PEBD is populated from the ILIDB. If the PEBD field is blank, a valid pay date value must be entered via the Soldier Information form before the order being issued will be saved to the database as a draft or final order.

Press <F3> to commit work or <F6> to cancel the operation. All other formats of data entry forms are described in Section 9 of this manual.

5.3.1.66 Edit/Reprint Orders.

When you select this menu from the "Orders Menu," the following screen will appear.

```
┌──────────────── Edit/Reprint Orders ────────────────┐
│                                                     │
│ SSN: 999999999   Name: GREAT OUTDOORS    Rank: SFC  │
│                                                     │
│       F3 = SAVE to continue; F6 = CANCEL            │
└─────────────────────────────────────────────────────┘
```

Figure 5.3-69. Edit/Reprint Orders

Enter the individual's SSN for the order that needs to be edited and/or reprinted. You will then be shown a menu with all available draft and final orders that can be edited and/or reprinted.

```
            Edit/Reprint Orders Menu
     999990028     TWENTYEIGHTH DJMS TEST   LTC

  STATUS    ORDER      DATE      PRIMARY    SECONDARY
            NUMBER    PRINTED    FORMAT      FORMAT
 >Final    099-1020  1997/04/09    612
```

Highlighting your selection and pressing <Enter> will take you to printer destination screen. Enter This screen allows you to enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel the print request. In case there are no draft or final order for the soldier selected, then the following note will appear.

```
                      N O T E

 There currently aren't any draft or final orders for SSN 128128128

                  RETURN to continue
```

Press <Enter> to continue.

5.3.1.67 Query Orders.

This selection will query the database for all existing orders for a specified order date. When you select this menu from the "Orders Menu," the following screen will appear.

```
            Query Orders Menu
 >1.   Query Orders By Order Date
  2.   Query Orders By Format
  3.   Query Orders By SSN
 99.   Return to the Master Menu
```

Figure 5.3-70. Query Orders Menu

5.3.1.68 Query Orders By Order Date.

When you select this menu from the "Query Orders Menu," the following screen will appear.

```
 Query Orders By Order Date

   Order date: _____

   F3 = SAVE; F6 = CANCEL
```

Figure 5.3-71. Query Orders By Order Date

This screen prompts for an order date and then gives a list of all existing orders for that order date. Enter the order date in the standard date format. In case there are no orders published on the specified order date, then the following message will appear.

```
            Query Orders By Order Date - 01 January 1998

 No orders published
 (EOF)RETURN to continue; h for HELP; q to quit
```

Press <q> to quit. Pressing <F3> will take you to print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel the print request.

5.3.1.69 Query Orders By Format

When you select this menu from the "Query Orders Menu," the following screen will appear.

Figure 5.3-72. Query Orders By Format

This screen prompts for a Format Number and then queries the database for all existing orders for that format.

Field	Description
Format:	Enter the format number or press <F2> for choices.
From date:	Enter from date in standard date format. (Optional)
To date:	Enter to date in standard date format. (Optional)

Pressing <F3> will take you to print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel the print request. In case there are no orders published on the specified order format, then the following message will appear.


```
          Query Orders By Format - 266 from 01 January 1992 to 01 January 1998

No orders published
(EOF)RETURN to continue; h for HELP; q to quit
```

Press <q> to quit.

5.3.1.70 Query Orders By SSN

When you select this menu from the "Query Orders Menu," the following screen will appear.

Figure 5.3-73. Query Orders By SSN

This screen prompts for a SSN and then gives a list of all existing final orders for that SSN. Enter the SSN of the individual you want a list of orders. Pressing <F3> will produce the following screen.
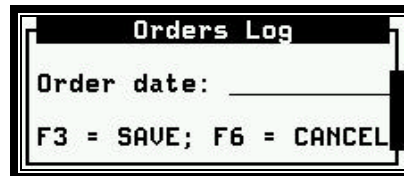
```
                Query Orders By Social Security Number - 999990028

   Order       Date      Primary  Secondary             Name              Status
   Number                Format   Format
-----------------------------------------------------------------------------------
   099-1019  1997/04/09   526                  TWENTYEIGHTH DJMS TEST      Deleted
   099-1020  1997/04/09   612                  TWENTYEIGHTH DJMS TEST      Printed
(EOF)RETURN to continue; h for HELP; q to quit
```

In case there are no orders published for the specified SSN, then the following message will appear.

```
                Query Orders By Social Security Number - 999999999

No orders published
(EOF)RETURN to continue; h for HELP; q to quit
```

Press <q> to quit.

5.3.1.71 Orders Log.

This option generates a log of all orders issued for a specified date. When you select this option from the "Query Orders Menu," the following screen will appear.
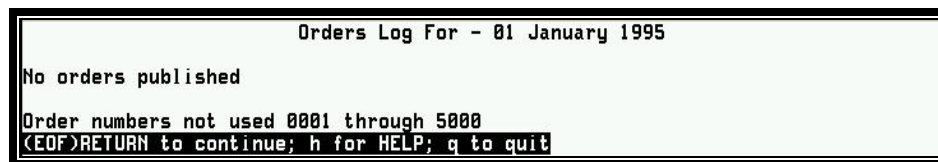
```
┌────────────────────────────┐
│         Orders Log         │
│                            │
│ Order date: _____    │
│                            │
│ F3 = SAVE; F6 = CANCEL     │
└────────────────────────────┘
```

Figure 5.3-74. Orders Log

Enter the order date in standard date format. Press <F3> to take you to the print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel the print request.

In case there are no orders published for the order date specified then the following warning screen will appear.
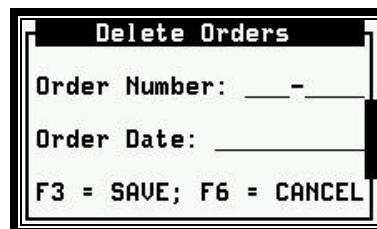
```
        Orders Log For - 01 January 1995

No orders published

Order numbers not used 0001 through 5000
(EOF)RETURN to continue; h for HELP; q to quit
```

Press <q> to quit.

5.3.1.72 Delete Orders.

When you select this option from the "Query Orders Menu," the following screen will appear.

```
┌────────────────────────────┐
│       Delete Orders        │
│                            │
│ Order Number: ___-____     │
│                            │
│ Order Date: _____    │
│                            │
│ F3 = SAVE; F6 = CANCEL     │
└────────────────────────────┘
```

Figure 5.3-75. Delete Orders

This screen allows you to mark an order as being deleted. Enter the order number and the date of the order that you want to delete. Press <F3> to delete or <F6> to cancel.

5.3.1.73 Soldier Information

Use this information to collect basic information used for completing various retirement records. This item, gives you access to four pages of soldier information screens that let you initiate and update the soldier information file.

Refer to paragraph 5.3.1.3 for more details in filling the fields of all four pages of Soldier Information.

5.3.1.74 SIDPERS Transaction Menu

The SIDPERS Transaction Menu is no longer available for TRANSPROC Users.

5.3.1.75 Reports Menu

This menu provides access to various management information reports. When you select this menu from the "Peacetime Menu," the following screen will appear.

```
                    Reports Menu
>1.   ETS/ESA Loss Report
 2.   SBP Election Report
 3.   Finance Confirmation Report
 4.   Pre-Separation/Pre-Retirement Briefing Report
 5.   Transition Statistics Report
 6.   Tagged/Archived Soldier Information Report
 7.   Transition Totals Report
 8.   Early Retirement Eligibility Report
99.   Return to Master Menu
```
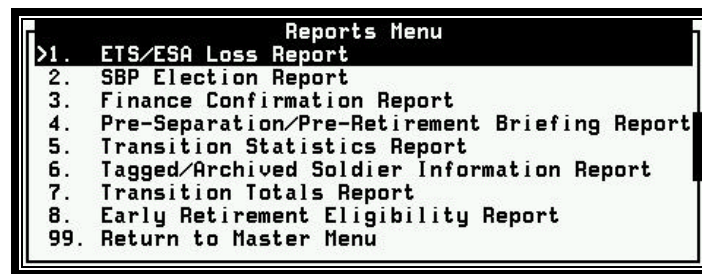
Figure 5.3-76. Reports Menu

5.3.1.76 ETS/ESA Loss Report

This report lists officers, warrant officers, and enlisted personnel eligible for separation or retirement. It can be viewed on-screen or sent to a printer. You can generate the report, which shows the Expiration Term of Service (ETS) or Expiration of Service Agreement (ESA) of personnel on the basis, of Unit Identification Code (UIC). You can also generate a report showing information for any combination of officers, warrant officers, and/or enlisted personnel. The report is generated according to the range of separation/retirement dates specified. When you select this menu from the "Reports Menu," the following screen will appear.

```
                ETS/ESA Loss Report

              UIC: _____

      Report On:

              Officer: _
      Warrant Officer: _
             Enlisted: _

  Separation/Retirement Date:

  From: _____      To: _____

 F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
```

Figure 5.3-77. ETS/ESA Loss Report

Field	Description
UIC:	Enter the UIC or press <F2> for choices.
Officer:	Enter <Y> for Yes or <N> for No.
Warrant Officer:	Enter <Y> for Yes or <N> for No.
Enlisted:	Enter <Y> for Yes or <N> for No.
Separation/Retirement Date From:	Enter beginning date as YYYY/MM/DD.
Separation/Retirement Date To:	Enter ending date as YYYY/MM/DD.

Press <F8/F1> to print the report or <F8/F2> to view the report or <F6> to cancel. Pressing <F8/F1> will take you print destination screen. By pressing <F8/F2> you can view the report.

```
                UNITS WITH NO SOLDIERS MATCHING
                        REPORT CRITERIA


  UIC             UNIT NAME
 ------     ------------------------------------
 U88T88     WBBT MISSILE AND SPACE INT CTR
 <EOF> RETURN to continue; h for HELP; q to quit
```

Press <q> to quit.

5.3.1.77 SBP Election Report

When you select this menu from the "Reports Menu," the following screen will appear.

```
       ┌──────────────────────────────────────────┐
       │          SBP Election Report             │
       │                                          │
       │          Retirement Date:                │
       │                                          │
       │  From: _____      To: _____  │
       │                                          │
       │ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
       └──────────────────────────────────────────┘
```

Figure 5.3-78. SBP Election Report

This screen provides entry fields used to designate the criteria for the SBP Election Report.

Field   Description
Retirement Date From: Enter beginning date, as YYYY/MM/DD.

Retirement Date To: Enter ending date, as YYYY/MM/DD.

Press <F8/F1> to print report or <F8/F2> to view the report. If you press <F8/F2>, then the following sample report will appear.

```
                              SBP Election Report

Transition Center: FORT CROWN RIDGE, VA  22030

Today's Date: 1998/03/18    Time: 1306

                   From: 1992/01/01        To: 1998/01/01

                  Number
          Number    Of                        Number Of People      Total
            Of     People      Number Of      Who Elected SBP       Number Of
          People   Who      People Who Elected SBP  Supplemental Of  People Who
            Who    Declined  ----------------- ------------------    Elected SBP
     Rank Retired  Coverage  Minimum  Reduced  Full  5%  10% 15% 20%  Supplemental
     ---- ------- --------- -------- -------- ----  --- --- --- ---  ------------
     SGT      4       2          2        0     0    0   0   0   0             0
     MSG      1       1          0        0     0    0   0   0   0             0
     SGM      1       0          0        1     0    0   0   0   0             0
     RETURN to continue; h for HELP; q to quit
```

Press <q> to quit.

5.3.1.78 Finance Confirmation Report

When you select this menu from the "Reports Menu," the following screen will appear.

```
       ┌──────────────────────────────────────────┐
       │       Finance Confirmation Report        │
       │                                          │
       │          Separation Date:                │
       │                                          │
       │  From: _____      To: _____  │
       │                                          │
       │           SSN: _____                 │
       │                                          │
       │ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
       └──────────────────────────────────────────┘
```

Figure 5.3-79. Finance Confirmation Report

Field   Description
Separation Date from: Enter beginning date.

Separation Date to: Enter ending date.

SSN: Enter SSN.

Press <F8/F1> to print report or <F8/F2> to view the report. If you press <F8/F2>, then the following sample report will appear.

```
                              FOUO
Transition Center: FORT CROWN RIDGE, VA   22030

                    Finance Confirmation Report

Today's Date: 1998/03/18    Time: 1308


Name: ENLISTED GUY
SSN: 999999999
Rank:
Component:
UIC: WGEH26   Unit Name: 0095 CS CO     ATST AUG 1
Basic Active Service Date:
Transition Leave Start Date:
Excess Leave Start Date: 1998/01/01
Lost Time Dates:   NONE
Final Separation Processing Date:
Separation Date:
SPD Code:
 RETURN to continue; h for HELP; q to quit
```

Press <q> to quit.

5.3.1.79 Pre-Separate/Pre-Retire Briefing Report

When you select this menu from the "Reports Menu," the following screen will appear.

```
┌Pre-Separation/Pre-Retirement Briefing Report┐
│ Type of Briefing: _____                │
│                                             │
│ Type of Report: _____          │
│                                             │
│ Separation/Retirement Date:                 │
│                                             │
│ From: _____    To: _____          │
│                                             │
│ Enter the number of days preceding          │
│ the ETS/ESA date: ___                       │
│                                             │
│ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL    │
└─────────────────────────────────────────────┘
```

Figure 5.3-80. Pre-Separate/Pre-Retire Briefing Report

This screen provides entry fields used to designate the criteria for the Pre-Separation or Pre-Retirement Briefing Reports.

Field	Description
Type of Briefing:	Enter <S> for Separation or <R> for Retirement.
Type of Report:	Enter <E> for Eligible or <N> for No-Show.
Separation/Retirement Date From:	Enter beginning date, as YYYY/MM/DD.
Separation/Retirement Date To:	Enter ending date, as YYYY/MM/DD.
ETS/ESA date:	Enter the number of days before ETS/ESA date.

Press <F8/F1> to print report or <F8/F2> to view the report.

5.3.1.80 Transition Statistics Report

When you select this menu from the "Reports Menu," the following screen will appear.

```
┌──────── Transition Statistics Report ────────┐
│              Separation Date:                │
│                                              │
│ From: _____        To: _____       │
│                                              │
│ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL     │
└──────────────────────────────────────────────┘
```

Figure 5.3-81. Transition Statistics Report

This screen shows criteria for the Transition Statistics Report.

Field	Description
Separation Date From:	Enter beginning date, as YYYY/MM/DD.
Separation Date To:	Enter ending date, as YYYY/MM/DD.

Press <F8/F1> to print report or <F8/F2> to view the report. If you press <F8/F2>, then the following sample report will appear.

```
                                    FOUO

Transition Center: FORT CROWN RIDGE, VA  22030

                       Transition Statistics Report

Today's Date: 1998/03/18     Time: 1312
From: 1992/01/01    To: 1998/01/01



Number Transitioned:         4

                                                Warrant
Type Of Transition                   Officer  Officer   Enlisted    Total
-------------------------------------  -------  -------  --------   -----
Resignation                              0        0        N/A        0
Voluntary Discharge                      0        0         0         0
Voluntary Release from Active Duty
     (REFRAD) or Transfer                1        0         0         1
Involuntary Discharge                    0        0         1         1
Involuntary REFRAD or Transfer           0        0         0         0
Retirement                               1        1         0         2
 RETURN to continue; h for HELP; q to quit
```

Press <q> to quit.

5.3.1.81 Tagged/Archived Soldier Information

When you select this menu from the "Reports Menu," the following screen will appear.

```
        Tagged/Archived Soldier Information Report

SSN: _____     Name: _____     Rank: ___

 F8/F1 = PRINT Tagged/Archived Info; F8/F2 = VIEW; F6 = CANCEL
```

Figure 5.3-82. Tagged/Archived Soldier Information

Use this screen to indicate the soldier for whom the report is to be produced. Enter the soldier's SSN to obtain tagged or archived information. The soldier's name and rank are displayed and protected. Press <F8/F1> to print report or <F8/F2> to view the report.

5.3.1.82 Transition Totals Report

When you select this menu from the "Reports Menu," the following screen will appear.

```
             Transition Totals Report

MPC: _
SPD: _____    Rank: ___    Component: _
UIC: _____
Last Duty UIC: _____
Last Duty Assignment: _____

        Separation/Retirement Date between:
         From: _____    To: _____

        F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
```

Figure 5.3-83. Transition Totals Report

This screen provides entry fields used to designate the criteria for the Transition Totals Report.

Field	Description
MPC:	Enter "O" for Officer, "W" for Warrant Officer or "E" for Enlisted or several MPC using the multi-mark menu.
SPD:	Enter a single or multiple (Separation Program Designator) SPD codes. Press <F2> for Choices.
Rank:	Enter single rank or several ranks using the multi-mark menu.
Component:	Enter single component or several components using the multi-mark menu.
UIC:	Enter unit identification code.
Separation/Retirement Date From:	Enter beginning date, as YYYY/MM/DD.
Separation/Retirement Date To:	Enter ending date, as YYYY/MM/DD.

Press <F8/F1> to print report or <F8/F2> to view the report. If you press <F8/F2>, then the following sample report will appear.

Press <q> to quit.

5.3.1.83 Early Retirement Eligibility Report

When you select this menu from the "Reports Menu," the following screen will appear.

Figure 5.3-84. Early Retirement Eligibility Report

This screen lets you select criteria for early retirement eligibility. This screen may also be used for all retirement eligibility.

Field	Description
Greater than or equal to:	
Years:	Enter number of years for minimum service time based on BASD.
Months:	Enter number of months for minimum service time based on BASD. Number must be less than 12.
Days:	Enter number of days for minimum service time based on BASD.

Number must be less than 30.

Less than:

Years: Enter number of years for maximum service time based on BASD.

Months: Enter number of months for maximum service time based on BASD. Number must be less than 12.

Days: Enter number of days for maximum service time based on BASD. Number must be less than 30.

As of: Enter the ending date for period of eligibility based on BASD. For example, the soldier may not be eligible today, but would be eligible "As of:" a specific date.

MOS/AOC: This field can be used for specific MOS/AOC codes for early retirement eligibility. Enter the appropriate MOS/AOC codes or leave blank.

Press <F8/F1> to print report or <F8/F2> to view the report. If you press <F8/F2>, then the following sample report will appear.

```
Transition Center: FORT CROWN RIDGE, VA  22030


                    Early Retirement Eligibility Report

Today's Date: 1998/03/18      Time: 1348


    NO SOLDIERS MATCH CRITERIA SELECTED FOR THIS REPORT
(EOF) RETURN to continue; h for HELP; q to quit
```

Press <q> to quit.

5.3.1.84 Reserve/National Guard Active Duty Menu

When you select this menu from the "Reports Menu," the following screen will appear.

```
Reserve/National Guard Active Duty Menu
>1.  Active Duty Report Information
 2.  Print Active Duty Report
99.  Return to Master Menu
```

Figure 5.3-85. Reserve/National Guard Active Duty Menu

5.3.1.85 Active Duty Report Information

This item, gives you access to three pages of screens that let you initiate and update an active duty report information file. Any information already in the database will be shown on the screen, for the soldier specified. When you select this menu from the "Reserve/National Guard active Duty Menu," the following screen will appear.

```
┌────────────────────────────────────────────────┐
│        Active Duty Report Info (Page 1 of 3)     │
│              * ─────────────── *                 │
│   SSN: 999990028  Name: TWENTYEIGHTH DJMS TEST   Rank: LTC │
│  Class Number: _____                             │
│                                                  │
│  Reserve Component: _____    Retirement Year Ending: ____ │
│  To Military Department:                         │
│  _____ │
│  _____ │
│  _____ │
│  _____ │
│                                                  │
│  From Initial Active Duty Station:               │
│  _____ │
│  _____ │
│  _____ │
│  _____ │
│          F3 = SAVE to commit work; F6 = CANCEL   │
└────────────────────────────────────────────────┘
```

Figure 5.3-86. Active Duty Report Information

This screen displays active duty information about a reserve/national guard service member. For information on completing the DD Form 220, see AR 135-210.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

The following fields are automatically pre-populated with information remembered from the last soldier processed. If you wish to change the entry, take the cursor to the field and type over.

Field	Description
Class Number:	Enter the soldier's class number.
Reserve Component:	Enter the soldier's reserve component.
To Military Department:	Enter the military department address to appear in block 3 of DD Form 220.
From Unit Name:	Enter the Initial Active Duty Station address to appear in block 4 of DD Form 220.

Pressing <F3> will take you to Page 2 of "Active Duty Information" form.

```
┌────────────────────────────────────────────────┐
│        Active Duty Report Info (Page 2 of 3)     │
│              * ADDING RECORD *                   │
│  SSN: 999990028  Name: TWENTYEIGHTH DJMS TEST    Rank: LTC │
│                                                  │
│  Effective Date of Entry on Active Duty: 1983/08/01 │
│  Reporting Date: _____                      │
│  Date Departed from Duty Station for Home: _____ │
│  Length of Tour: __    Date Tour of Duty Terminated: _____ │
│                                                  │
│  AUTHORITY FOR ACTIVE DUTY:                      │
│  Orders: _____   Par: _____   Dated: _____ │
│  Headquarters: _____ │
│                                                  │
│     F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL │
└────────────────────────────────────────────────┘
```

Field	Description
SSN:	The soldier's SSN is populated from the database.
Name:	The soldier's name is populated from the database.
Rank:	The soldier's rank is populated from the database.

Effective Date of Entry
on Active Duty:

Enter the soldier's effective date of entry on active duty.
The date of entry on AD will not be shown on orders. The U.S. Army Reception Battalion or first AD organization determines the date per DODPM and the Joint Federal Travel Regulation (JFTR).

Reporting Date:

Enter the date specified in orders or the actual reporting date if later than date specified.

Date Departed from Duty
Station for Home:

Enter date departed from duty station for home.

Length of Tour:

Enter the soldier's length of tour in number of days. This number must be less than 90 if the soldier's component is ARNGUS or USAR.

Date Tour of Duty
Terminated:

Enter the date the soldier's tour of duty terminated. This is derived by adding the soldier's allowable travel time to the date the soldier departed duty station for home.

The following fields are automatically pre-populated with information remembered from the last soldier processed. If you wish to change the entry, take the cursor to the field and type over.

Authority For Active Duty:

The following fields will appear in block 13 of the DD Form 220. This information is obtained from the soldier's orders to active duty.

Orders:

Enter the orders number.

Par:

Enter the paragraph number.

Dated:

Enter the orders date.

Headquarters:

Enter the designation and location of the headquarters issuing orders.

Pressing <F3> will take you to Page 3 of "Active Duty Information" form.

```
 ┌────────────────────────────────────────────────────────────┐
 │           Active Duty Report Info (Page 3 of 3)            │
 │                    *  ADDING RECORD  *                     │
 │      SSN: 999990028  Name: TWENTYEIGHTH DJMS TEST    Rank: LTC │
 │ Remarks:                                                   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │ _____   │
 │                                                            │
 │     F3 = SAVE to commit work; F8/F4 = PREVPAGE; F6 = CANCEL │
 └────────────────────────────────────────────────────────────┘
```

SSN:

The soldier's SSN is populated from the database.

Name:

The soldier's name is populated from the database.

Rank:

The soldier's rank is populated from the database.

Remarks:

Enter any applicable remarks. This field is automatically pre-populated with information remembered from the last soldier processed. You can change the entry, if you wish.

Press <F3> to commit work.

5.3.1.86 Print Active Duty Report

This option lets you select the criteria to generate the Active Duty Report (DD Form 220). When you select this menu from the "Reserve/National Guard active Duty Menu," the following screen will appear.

```
┌───────────────────────────────────────────┐
│           Print Active Duty Report         │
│ Print Option: _____         │
│                                            │
│ OPTIONAL SELECTION CRITERIA:               │
│                                            │
│ Class Number: 00001                        │
│                                            │
│ Date Departed From Duty Station To Home:   │
│ Begin: _____      End: _____      │
│                                            │
│     F3 = SAVE to continue; F6 = CANCEL     │
└───────────────────────────────────────────┘
```

Figure 5.3-87. Print Active Duty Report

Field	Description
Print Option:	Enter "DD Form 220," or "Memo Format" or press <F2> for choices.
Class Number:	Enter the class number.
Date Departed from Duty Station to Home Begin:	Enter this date (day) as YYYY/MM/DD.
Date Departed from Duty Station to Home End:	Enter this date (day) as YYYY/MM/DD.

Pressing <F3> will display the following screen.

```
┌─────────────────────────────────────────────────────────┐
│              Verify SSNs for Printing                    │
│                                    Page: _1 of _1        │
│    SSN          NAME             SSN          NAME        │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│ _____  _____  _____  _____    │
│         F3 = SAVE to commit work; F6 = CANCEL            │
│      F8/F4 = LASTPAGE; F8/F5 = PGUP; F8/F6 = PGDN        │
└─────────────────────────────────────────────────────────┘
```

This screen lets you add soldiers to the batch printing of the Active Duty Report (DD Form 220), and/or delete soldiers before printing the report.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name is populated from the database.

Press <F3> to commit work or <F6> to cancel the operation. Pressing <F3> will take you to DD Form 220 Signature Block Browse Menu. Highlighting your selection and pressing <Enter> will take you to print destination screen. Enter the number of copies, printer class, and the printer destination for printing the transition/retirement documents. Press <F3> to print or <F6> to cancel the print request.

5.3.1.87 Ad Hoc Query.

"Ad Hoc Query" is a report generating utility, which allows you to custom design reports using specific information from the DAMIS database. It is designed for those occasions when the standard reports

are insufficient or inappropriate, i.e., they contain either too much or too little information, or the information is not sorted to suit your needs. A query does not change the database; it just extracts data for display or print. "Ad Hoc Query" is an easy-to-use interface that lets non-programmers access a database without having to call upon a programmer. You can specify the information you want included in a report, and "Ad Hoc Query" will generate it. A more advanced user could custom design the Structured Query Language (SQL) code generated by the program.

From the "Ad Hoc Query Main Menu," you may create, edit, view and print basic and advanced queries. The "new query" is built in this way and remains in memory until you log off the system. Once you are satisfied that the query extracts the correct data, you can save it for re-use at a later date. Saved queries are named and may be changed, deleted or printed through this module. Selection of this menu from the "PCS Menu (Normal)" will present the following screen.
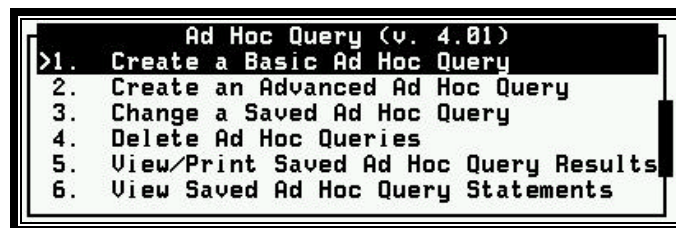
Figure 5.3-88. Ad Hoc Query

For a complete tutorial on how to use the Ad Hoc Query application, please consult Section 7 of this manual.

5.3.2 Transition to War Menu.

This sub-module has not yet been implemented.

5.3.3 Wartime Menu.

This sub-module has not yet been implemented.

5.3.4 Demobilization Menu.

This sub-module has not yet been implemented.

5.3.5 Customer Assistance Menu.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining TRANSPROC ISM data. Selection of this menu from the "Master Menu" will display the following menu.
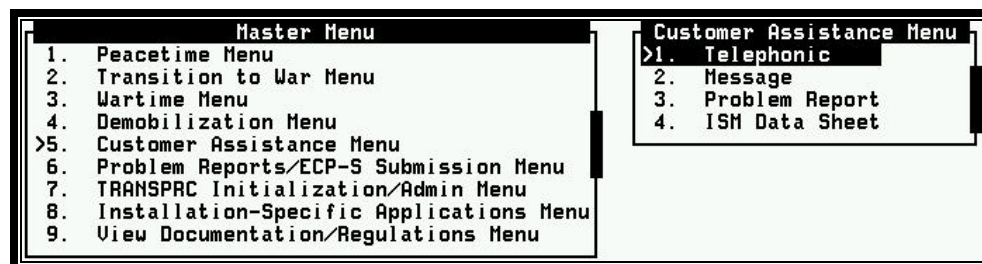
Figure 5.3-89. Customer Assistance Menu

5.3.5.1 Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu," the following screen will appear:

Figure 5.3-90. Telephonic

Please have the requested information available before the user places the phone call. The information required, appears on the screen above. For a more specific information, select "ISM Data Sheet" menu option.

5.3.5.2   Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

5.3.5.3   Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint, or retransmit an ECP-S. To get the information you need to report a problem with TRANSPROC, select menu item #3 and press <Enter>. The following screen will appear.

Figure 5.3-91. Problem Report

5.3.5.4   Add/Change ECP/PR.

Refer to paragraph 5.3.6.1 for more details.

5.3.5.5   View ECP/PR.

Refer to paragraph 5.3.6.2 for more details.

5.3.5.6   Delete ECP/PR.

Refer to paragraph 5.3.6.3 for more details.

5.3.5.7   Submit ECP/PR.

Refer to paragraph 5.3.6.4 for more details.

5.3.5.8 ISM Data Sheet.

Use this procedure to display a fact sheet of information about TRANSPROC. The "ISM Data Sheet" screen allows you to obtain information on the TRANSPROC ISM. To obtain TRANSPROC ISM data, select this option from the "Customer Assistance Menu," and press <Enter>. The "ISM Data Sheet" will appear in three screens as shown.

```
ISM Data Sheet (Page 1 of 2)



   1.   ADS Code: P5B
   2.   SIC Code: A26
   3.   IIM Process Supported: 19.5.2
           (Provide Administration Services)
   4.   ISM Functional Proponent: DM, OCSA
   5.   ISM SAFP: DCSPER
   6.   ASD: SDC-W
   7.   SDC: SDC-W






              RETURN = NEXT PAGE; F6 = CANCEL
```

Figure 5.3-92. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

```
ISM Data Sheet (Page 2 of 2)
   8.   General:   This ISM supports the personnel portion of demobilization
                   and may be utilized to perform the peacetime (garrison)
                   Military Personnel (MILPER) functions supporting
                   Separation Processing, Transition and Retirement, Documents,
                   Orders, SIDPERS Transactions and Reports.

                   It facilitates the preparation and administrative handling
                   of records, forms, memos and orders; required forms have
                   been automated.  The following is a list of forms that are
                   produced as output:

                   1. DD Form 214
                   2. DD Form 214 Worksheet
                   3. DA Form 2339
                   4. DD Form 2656
         PGDN = NEXT PAGE; F8/F2 = PREVPAGE; RETURN to continue
```

Press <F3> to view the next page or <Enter> to resume the application.

```
ISM Data Sheet (Page 2 of 2)
   8.   General:   (continued)

                   5. Orders formats 266, 267, 274, 430, 434, 454, 500,
                                     501, 505, 520, 522, 523, 524, 526,
                                     530, 562, 600, 610, 612, 620, 660,
                                     662, 680, 682, 684, 686, 687, 688,
                                     690, 692, 694, 696, 700, 705




                PGUP = PREV PAGE; F8/F2 = FIRSTPAGE; RETURN to continue
```
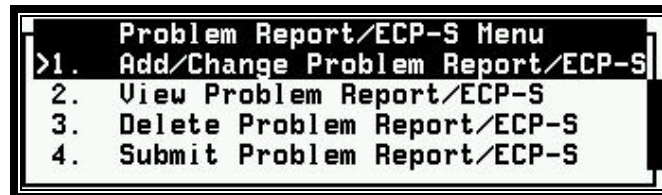
Press <Enter> to continue.

5.3.6 Problem Reports/ECP-S Submission

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the "Master Menu," the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the "Master Menu" will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).
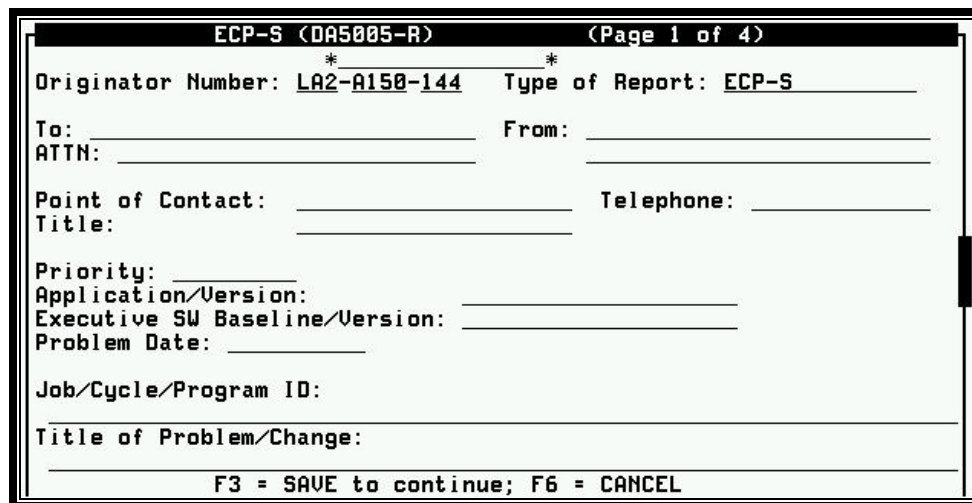
```
┌──────────────────────────────────────┐
│        Problem Report/ECP-S Menu      │
│ >1.  Add/Change Problem Report/ECP-S  │
│  2.  View Problem Report/ECP-S        │
│  3.  Delete Problem Report/ECP-S      │
│  4.  Submit Problem Report/ECP-S      │
└──────────────────────────────────────┘
```

Figure 5.3-93. Problem Reports/ECP-S Submission Menu

5.3.6.1 Add/Change ECP/PR.

Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
┌───────────────────────────────────────────────────┐
│       ECP-S (DA5005-R)         (Page 1 of 4)       │
│              *_____*                         │
│ Originator Number: LA2-A150-144  Type of Report: ECP-S____ │
│                                                    │
│ To: _____  From: _____  │
│ ATTN: _____         _____  │
│                                                    │
│ Point of Contact: _____  Telephone: ____ │
│ Title:            _____                   │
│                                                    │
│ Priority: _____                                 │
│ Application/Version:        _____    │
│ Executive SW Baseline/Version: _____    │
│ Problem Date: _____                           │
│                                                    │
│ Job/Cycle/Program ID:                              │
│                                                    │
│ Title of Problem/Change:                           │
│                                                    │
│      F3 = SAVE to continue; F6 = CANCEL            │
└───────────────────────────────────────────────────┘
```

Figure 5.3-94. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field will display a list of reports previously generated that you can select to modify.

Field   Description
Originator Number: Enter 11 position number constructed as follows: Positions 1-3: AIS
                               code. Use this 'three position' code to identify the system. You can
                               find this on the ISM data sheet from the "Customer Assistance" option
                               on the "Master Menu."

                               Positions 4-7: DPI code. Use this 'four position' code to identify the
                               installation submitting the DA Form 5005-R. Contact DOIM ISM
                               Administrator for this code.

                               Positions 8-11: Sequence Number. Use this four position all numeric
                               code with the other two codes to uniquely identify the problem or ECP

being reported on this DA Form 5005-R.

Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the unit name, Installation Name, and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495."
To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson."
Point of Contact:	Enter the name of the Point of Contact (POC).
Telephone:	Enter the telephone number of the POC.
Title:	Enter the title of the POC.
Priority:	Enter the Priority of the report, or press <F2> for choices.
Application/Version:	Enter the name of the application and the version number. Example: "TRANSPROC/10.00."
Executive SW Baseline/ Version:	Enter the user's Executive Software baseline. Example: P5B-10.0.
Problem Date:	Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.
Job/Cycle/Program ID:	Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.
Title of Problem/Change:	Enter a short description of the problem. Example: "Unit funds are incorrect." The number of characters available on both lines is 66.

Note: If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Description of Problem/ Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect." The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

```
┌─────────────────────────────────────────────────────────┐
│          ECP-S (DA5005-R)          (Page 3 of 4)          │
│ Originator Number: LA2-A150-144                           │
│ Effect on User:                                           │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ Recommended Solution/Justification:                      │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time." The number of characters available is 420.
Recommended Solution/ Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.

```
┌─────────────────────────────────────────────────────────┐
│        ECP-S (DA5005-R)            (Page 4 of 4)          │
│ Originator Number: LA2-A150-144                           │
│ Remarks:                                                  │
│ ─────────────────────────────────────────────────────────│
│ ─────────────────────────────────────────────────────────│
│ ─────────────────────────────────────────────────────────│
│ ─────────────────────────────────────────────────────────│
│ ─────────────────────────────────────────────────────────│
│ ─────────────────────────────────────────────────────────│
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│ ─────────────────────────────────────────────────────────│
│ ─────────────────────────────────────────────────────────│
│ ─────────────────────────────────────────────────────────│
│ ─────────────────────────────────────────────────────────│
│                                                           │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE   │
│       F8/F1 = PRINT; F8/F3 = XMIT to transmit             │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from screen 4 are as follows:

SAVE:	When you complete the problem report, press <F3> to save it.
CANCEL:	If you decide to cancel the problem report, press <F6>.
PREV PAGE:	To return to the previous page, press <F8/F4>.
TRANSMIT:	If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.

```
┌─────────────────────────────────────────────────────────┐
│                        WARNING                           │
│        Once you Submit a 5005-R, you will not be able to  │
│    go back and change it.  You could go ahead and save it now, │
│     then re-submit it later through 'Submit ECP-S wenu option. │
│                                                           │
│            Press RETURN to Submit; F6 to Cancel           │
└─────────────────────────────────────────────────────────┘
```

Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT:	To produce a printed copy of the report, press <F8/F1>.

5.3.6.1.1 Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of:

   ??   an AIS code
   ??   an unique site identifier
   ??   a site sequence number

Environment variables, which are set and exported in the "strtusrISM" command file in the TRANSPROC runtime directory, control the following parameters:

   ??   Site sequence number that is generated and incremented automatically.
   ??   AISCODE, the identifying code assigned to TRANSPROC AIS
   ??   DPI Code, a unique four-digit site identifier that is preset in TRANSPROC at installation time

?? ECPDIR, indicates the path where the ECP-S input and output files are stored

?? ECPDB is the ISM identifier (TRANSPROC).

The environment variables allow this procedure to be used with various ISM at different sites without changing the procedure itself.

5.3.6.1.2 Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ."count." The filename is the concatenation of the ISM AIS Code and the local DPI code. The TRANSPROC screen banner includes the software version number, requested on the DA Form 5005-R.

5.3.6.1.3 Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3, or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.3.6.1.4 Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with TRANSPROC (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the TRANSPROC host. The size of the output is about two pages.

5.3.6.1.5 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.3.6.1.6 Restart/Recovery Procedures.

There are no special restart or recovery procedures in the event of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.3.6.2 View ECP/PR.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.


```
┌─────────────────────────────────────────────────────────┐
│         View ECP-S (DA5005-R)      (Page 1 of 4)        │
│                   *VIEWING RECORD*                       │
│ Originator Number: LA2-M350-___   Type of Report: _____│
│                                                          │
│ To: _____    From: _____  │
│ ATTN: _____          _____  │
│                                                          │
│ Point of Contact:  _____  Telephone: _____  │
│ Title:             _____                      │
│                                                          │
│ Priority: _____                                       │
│ Application/Version:          _____        │
│ Executive SW Baseline/Version: _____        │
│ Problem Date: _____                                  │
│                                                          │
│ Job/Cycle/Program ID:                                    │
│ _____│
│ Title of Problem/Change:                                 │
│ _____│
│          F3 = SAVE to continue; F6 = CANCEL              │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-95. View - ECP-S - DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.

```
┌──────────────────────────────────────────────────┐
│         View ECP-S (DA5005-R)      (Page 2 of 4)   │
│ Originator Number: LA2-M350-021                    │
│ Description of Problem/Change:                     │
│ Corrected wording                                  │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│                                                    │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
└──────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌──────────────────────────────────────────────────┐
│         View ECP-S (DA5005-R)      (Page 3 of 4)   │
│ Originator Number: LA2-M350-021                    │
│ Effect on User:                                    │
│ None                                               │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ Recommended Solution/Justification:                │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
└──────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌──────────────────────────────────────────────────┐
│           View ECP-S (DA5005-R)      (Page 4 of 4) │
│ Originator Number: LA2-M350-021                    │
│ Remarks:                                           │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│   F3 = SAVE to end view; F6 = CANCEL; F8/F4 = PREV PAGE │
│                   F8/F1 = PRINT;                   │
└──────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select.

Pressing <F3> returns you to the "Problem Report/ECP-S Menu."

5.3.6.3 Delete ECP/PR.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
┌──────────────────────────────────────────────────┐
│           ECP-S (DA5005-R)           (Page 1 of 4) │
│                  +           +                     │
│ Originator Number: LA2-A150-144  Type of Report: ECP-S │
│                                                    │
│ To: _____  From: _____ │
│ ATTN: _____        _____ │
│                                                    │
│ Point of Contact: _____  Telephone: _____ │
│ Title:            _____                     │
│                                                    │
│ Priority: _____                                 │
│ Application/Version:                                │
│ Executive SW Baseline/Version: _____   │
│ Problem Date: _____                             │
│                                                    │
│ Job/Cycle/Program ID:                              │
│                                                    │
│ Title of Problem/Change:                           │
│ _____   │
│          F3 = SAVE to continue; F6 = CANCEL        │
└──────────────────────────────────────────────────┘
```

Figure 5.3-96. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────────┐
│            ECP-S (DA5005-R)          (Page 2 of 4)        │
│ Originator Number: LA2-A150-144                           │
│ Description of Problem/Change:                            │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────────┐
│            ECP-S (DA5005-R)          (Page 3 of 4)        │
│ Originator Number: LA2-A150-144                           │
│ Effect on User:                                          │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ Recommended Solution/Justification:                      │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────────┐
│         Delete ECP-S (DA5005-R)      (Page 4 of 4)        │
│ Originator Number: LA2-M350-021                           │
│ Remarks:                                                 │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  │
│                   F8/F1 = PRINT;                         │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

```
┌──────────────────────────────────────────────────────┐
│             DELETE ECP-S/PROBLEM REPORT                │
│  Item(s) selected will be permanently removed from the database │
│                                                        │
│        Do you wish to delete the item(s) selected?  _  │
│                                                        │
│           F3 = SAVE to commit work; F6 = CANCEL        │
└──────────────────────────────────────────────────────┘
```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.3.6.4   Submit ECP/PR.

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
┌──────────────────────────────────────────────────────┐
│                    Submit ECP-S Menu                   │
│       Origin         Version       Priority   Modified Submit │
│  000 P09-A150-000  inproc R07.99a AIX  Routine  1998/03/06 N  │
│                                                        │
│                                                        │
│                                                        │
│                                                        │
│                                                        │
│                                                        │
│ F2 = MARK; RETURN to Submit; F6 = Cancel               │
└──────────────────────────────────────────────────────┘
```

Figure 5.3-97. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then a 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

```
┌──────────────────────────────────────────────────────┐
│                        ERROR                           │
│  The ECP LA2-S113-136 has already been submitted on 1997/12/23. │
│                                                        │
│                   RETURN to continue                   │
└──────────────────────────────────────────────────────┘
```

Press <Enter> to continue.

5.3.7   TRANSPROC Initialization/Administration Menu.

Functions on this menu, are for use only by authorized functional administrators and are described in detail in the TRANSPROC SCOM, AISM 25-P5B-A26-AIX-SCOM.

5.3.8   Installation-Specific Applications Menu.

Functions on this menu are for use only by authorized functional administrators and are described in the TRANSPROC SCOM, AISM 25-P5B-A26-AIX-SCOM. This option, if allowed, gives access to the "Installation Specific Menu" defined by the TRANSPROC Administrator in the TRANSPROC Initialization/Administration functional area. TRANSPROC Administrator controls access to this menu. Selecting Option #8 from the "Master Menu" will result in the following screen.

```
┌──────────────────────────────────────────────────────┐
│  Installation-Specific Applications Menu               │
│ >1. shell                                              │
└──────────────────────────────────────────────────────┘
```

Figure 5.3-98. Installation-Specific Applications Menu

5.3.9 View Documentation/Regulations Menu.

This menu item is reserved for future development. Selection of this option from the "Master Menu" will display the following screen.

```
┌─────────────────────────────────────────────┐
│      View Documentation/Regulations Menu     │
│ >1.   View Governing Regulations (Primary)   │
│  2.   View End User Manual (EM)              │
│  3.   View Implementation Procedures (IP)    │
│  4.   View Maintenance Manual (MM)           │
│  5.   View ISMSIS                            │
│  6.   View Configuration Control Manual (CCM)│
│  7.   View Functional Description (FD)       │
│ 99.   Return to Master Menu                  │
└─────────────────────────────────────────────┘
```
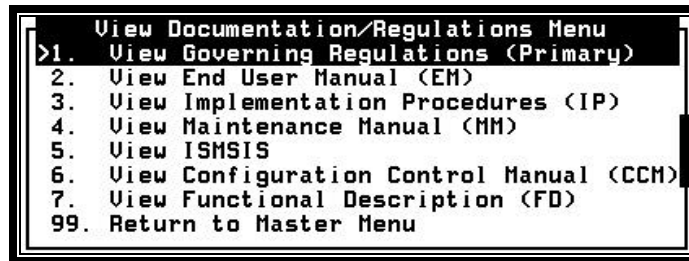
Figure 5.3-99. View Documentation/Regulations Menu

5.4 RELATED PROCESSING.

This section identifies and discusses TRANSPROC related processes (i.e. batch, off-line, or background processing) that must be supported by the end user. No such processes have been identified.

5.5 DATA BACKUP.

TRANSPROC backup is performed daily by an automated process. Contact the FA for additional information about backup. Please refer to paragraph 2.3 for discussion of data backup.

5.6 RECOVERY FROM ERRORS AND MALFUNCTIONS.

Please refer to paragraph 2.3 for discussion of recovery from errors and malfunctions.

5.7 MESSAGES.

There are warning and error messages in the system. Warning messages indicate that a problem exists with the information entered. Error messages indicate that a problem has occurred while processing a transaction. The user should report major errors to the FA. Minor processing errors, such as entering an incorrect date or SSN, result in a message being displayed. Re-enter the information correctly according to the instructions provided with the error message.

6   TERMS AND ABBREVIATIONS

ACSIM....................................Assistant Chief of Staff for Installation Management
ADAPCP...............................Alcohol and Drug Abuse Prevention and Control Program
ADD.......................................Army Data Dictionary
AHS.......................................Academy of Health Sciences
AIS ....Automated Information System
AISM.....................................Automated Information System Manual
ANSI ....American National Standards Institute
ANSOC..................................Army Network and Systems Operator Center
AR ....Army Regulations
ARA ....Assigned Responsible Agency
ASCII ....American Standard Code for Information Interchange
BBS ....Bulletin Board System
CAO.......................................Customer Assistance Office
CCM ....Configuration Control Manual
CD..Clinical Director
CIVPER.................................Civilian Personnel
COOP ....Continuity of Operations
CPO ....Civilian Personnel Office
CPU..Central Processing Unit
DA..Department of the Army
DBA ....Data Base Administrator
DBDD.....................................Data Base Design Description
DCTN.....................................Defense Commercial Telecommunications Network
DDN.......................................Defense Data Network
DEMOB ....Demobilization
DENTRAD ....Dental Readiness System
DISN ....Defense System Information Network
DM ....Director of Management
DOD..Department of Defense
DOIM......................................Director of Information Management
DPI..Data Processing Installation
DSN ....Defense Switched Network
ECP-S ....Engineering Change Proposal - Software
EDCO......................................Educational Coordinator
ESQL.......................................Embedded Structured Query Language
ETIP ....Extended Terminal Interface Prototype
FA ....Functional Administrator
FACE ....Framed Access Command Environment
FD ....Functional Description
FOUO ....For Official Use Only
FP..Functional Proponent

FTDTL.....................................Forensic Toxicology Drug Testing Laboratory
FTS...Federal Telecommunications System
HQDA ....Headquarters Department of the Army
HW...Hardware
IAW..In accordance with
IITS ....Installation Information Transport System
ILIDB ....Installation Level Integrated Data Base
IP...Information Proponent

ISEC	Information Systems Engineering Command
ISM	Installation Support Module
ISS	Information Systems Security
ITP	Installation Transition Processing
LAN	Local Area Network
MACOM	Major Command
MAIS	Major Automated Information System
MILPER	Military Personnel
MRO	Medical Review Officer
NCOIC	Non-Commissioned Officer In Charge of a Unit
NCSA	National Center for Supercomputing Applications
NIC	Network Interface Card
ODISC[4]	Office of the Director of Information Systems for Command, Control, Communication, and Computers
OCSA	Office of the Chief of Staff of the Army
OS	Operating System
OSE	Open Systems Environment
PA	Proponent Agent
PC	Personal Computer
PCS	Permanent Change of Station
PF Keys	Programmable Function Keys
PIR	Patient Intake/Screening Record
PM	Project Manager
PMO ISM	Program Management Office, Installation Support Modules
POC	Point of Contact
PPR	Patient Progress Report
PR	Problem Report
RAM	Random Access Memory
RAPR	Resource and Performance Report
RDBMS	Relational Database Management System
RTF	Residential Treatment Facility
SA	System Administrator
SAC	Service Area Code
SADB	Subject Area Database
SAFP	Subject Area Functional Proponent
SCOM	Software Center Operator Manual
SDC-W	Software Development Center - Washington DC
SIC	Systems Identification Code
SIDPERS	Standard Installation/Division Personnel System
SIP	Software Installation Plan
SOP	Standard Operating Procedures
SQL	Structured Query Language
SSN	Social Security Number
STAMIS	Standard Army Management Information System
STARS	Status Tracking and Reporting System
STRAP	Structured Requirements Analysis Planning
SUM	Software User Manual
SW	Software
TDA	Table of Distribution and Allowances
TDP	Test Designated Position

UADC ....Unit Alcohol and Drug Coordinator
UIC..Unit Identification Code
UNIX.....................................A multi-user operating system written by AT&T
UPC.......................................Unit Processing Code
US-2......................................Unclassified Sensitive - Two
USADAOA ...........................U.S. Army Drug and Alcohol Operations Agency
USAISSC ....US Army Information Systems Software Center
VDT.......................................Video Display Terminal

7   AD HOC QUERY UTILITY USER GUIDE

7.1   GENERAL INFORMATION AND START-UP

7.1.1   Introduction.

The Installation Support Modules use the ANSI-compliant version of Structured Query Language (SQL) provided with the Oracle database management system to perform queries and produce reports.

The standard queries and reports provided with TRANSPROC are usually sufficient for most needs. However, they may not be sufficient for your particular needs. If that is the case, you can use the "Ad Hoc Query Utility" to create your own queries and reports.

This guide provides instructions on how to use the "Ad Hoc Query Utility." It starts with an overview and interface description. Then, a detailed explanation of features, step by step procedures and examples follow.

7.1.2   Overview.

The "Ad Hoc Query Utility" lets you perform two types of queries: basic and advanced. You do not need to know how to use SQL to make a Basic query. You specify the data you want and how you want it to be organized. The "Ad Hoc Query Utility" generates the SQL statements for you. Or, if you prefer, you can make an advanced query using your own SQL statements.

This guide provides instructions for the "Ad Hoc Query Utility" only. It does not explain how to write SQL statements. If you want to write your own SQL statements for use in Advanced queries, look at the generated statements from examples and refer to "The Oracle Guide to SQL: Tutorial." Throughout this guide, the "Ad Hoc Query Utility" is referred to as "Ad Hoc Query."

7.1.3   Ad Hoc Query Interface.

The user interface for "Ad Hoc Query" is the same as that for ISM. Refer to Section 8, "User Interface Standards," for a detailed description of the user interface including how to make selections from menus, enter and edit data in forms, and move between fields in a form. "Ad Hoc Query" uses some special function keys, which this guide describes.

7.1.3.1   Menus.

A menu is a screen box containing two or more numbered options. To select one of the options in a menu, use the arrow keys to highlight the option desired and press <Enter>. Or, press the number of the option and then press <Enter>.

7.1.3.2   Function Keys.

In "Ad Hoc Query," you press function keys to perform certain operations. Eight labels are displayed, left to right, on the bottom of the screen. The text in these screen labels indicates what function the corresponding function keys <F1> through <F8> performs at any time. The function and screen label that corresponds to each function key may change during processing.

The screen labels will change accordingly, but you will always find a particular function on the same function key. Table 7-1 lists the most commonly used function keys and their screen labels.

Table 7.1. Function Keys	
FUNCTION KEY	**SCREEN LABEL**
<F1>	HELP

<F2>	CHOICES (MARK)
<F3>	SAVE
<F6>	CANCEL
<F8>	CHG-KEYS

<F1>   Pressing <F1>, when the screen label is 'HELP' displays a help screen with information about the form or menu, you are currently using.

<F2>   Pressing <F2>, when the screen label is 'CHOICES' displays a list of valid choices for the highlighted field. You can select one of the choices from the list by highlighting it and pressing <Enter>. To highlight the choice you want, use the arrow keys or type the first few letters of the desired choice until it is highlighted.

              Pressing <F2> when the screen label is MARK lets you mark several choices you want to select. To do this, first highlight the choice you want, then press <F2> to mark it with a >. To highlight a choice, use the cursor control keys, or type the first few letters of the desired choice until it is highlighted. To unmark a choice, highlight it again then press <F2> again. When you have marked all your choices, press <Enter> to select them.

<F3>   Pressing <F3>, when the screen label is SAVE, saves all of the selections you have made on the current screen and displays the next screen. If you press <F3> without having filled-in all the necessary fields, you will not be allowed to continue and a message at the bottom of the screen will indicate the problem.

<F6>   Pressing <F6>, when the screen label is 'CANCEL' exits the current screen and returns you to the previous screen. This operation does not save any input. In most cases, pressing <F6> will return you to the screen or menu immediately preceding the one currently shown. If the current screen happens to be the "Master Menu," then, pressing <F6> will exit you from the application to the UNIX prompt.

<F8>   Pressing <F8>, when the screen label is 'CHG-KEYS' toggles the assignments of the other seven function keys. When you press <F8> new screen labels will appear for these function keys on the rectangles at the bottom of the screen indicating their new functions. To return the function keys to their original assignments, just press <F8> again. Print and View functions are often implemented by pressing <F8> followed by another function key. When you have to access one of these functions, an instructional line at the bottom of the screen will tell you what keys to press. For example: F8/F1 = PRINT. This means press <F8>, then press <F1>.

7.1.3.3   Field Prompts.

When the cursor is on an input field, a message will appear, on the bottom left of the screen telling you what action to take or what type of information is required.

7.1.3.4   User Input General Guidelines.

When typing text into a form, just type your input and press <Enter>. All entered text is converted to upper case (except in a few special instances.)

If a CHOICES list is available, the word CHOICES will appear in the screen label for <F2>. Select the choice you want and press <Enter>.

Some fields require input, while input to others is optional. If you do not fill-in a required field, or if you have incorrectly filled-in a required field, an error message will appear.

To move the cursor to the next field, press <Enter> or <Tab>. To move the cursor to the previous

field, use the arrow keys or <Shift/Tab>.

When you have finished filling-in a form, press <F3> to continue.

7.1.4   Ad Hoc Query Main Menu.

"Ad Hoc Query" may be reached from any ISM "Master Menu" by selecting the "Peacetime Menu" option. From there, you will find the "Ad Hoc Query" main menu option. Figure 7.1-1 shows the "Ad Hoc Query" main menu. The following sections explain the various options in this menu.

```
┌──────────────────────────────────────────┐
│         Ad Hoc Query (v. 4.01)           │
│ >1.  Create a Basic Ad Hoc Query         │
│  2.  Create an Advanced Ad Hoc Query     │
│  3.  Change a Saved Ad Hoc Query         │
│  4.  Delete Ad Hoc Queries               │
│  5.  View/Print Saved Ad Hoc Query Results│
│  6.  View Saved Ad Hoc Query Statements  │
└──────────────────────────────────────────┘
```
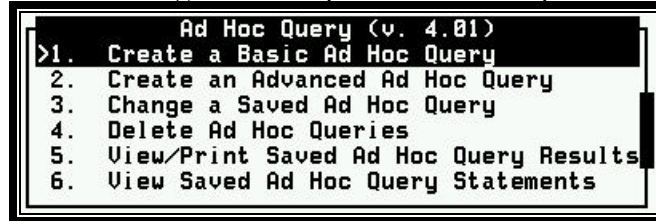
Figure 7.1-1. Ad Hoc Query Menu

7.1.5   Data Base Concepts.

A brief description of how a database table is constructed is presented here with an example to illustrate how to make selections from the database tables. Refer to the OUTPROC Data Base Specifications for complete descriptions of the 'outproc' database tables. You can then use "Ad Hoc Query" to design your specific report, armed with the knowledge of how the information is organized.

Records and fields compose a relational database table. These elements are similar to rows and columns in a table of information. Refer to Table 7.2 for a graphical representation of a simple database table.

Table 7-2. Simple Data Base Table					
data base [Table]	Field 1 [Column 1]	Field 2 [Column 2]	Field 3 [Column 3]	Field 4 [Column 4]	... ...
Record 1 [Row 1]	Atwater	14456 Vine	Los Angeles	CA	...
Record 2 [Row 2]	Benson	2345 Oak	Richmond	VA	...
Record 3 [Row 3]	Benton	29 T St. NW	Washington	DC	...

In the preceding example of a database table, Field 1's title may be Name and contain the names of people in the database. Field 2's title may be Street, and contain their street addresses. Record 1 could be titled #001, and contain all information relating to a particular person including, as in this example, Name, Street, City, and State.

In "Ad Hoc Query," you select the fields you want to print and any conditions you wish to apply to them (for example names beginning with the letter "A" or the state equal to "CA"). You can select and optionally sort those fields for all records that match the specified conditions and then display or print the results.

A query comprises a specification of what fields are to be selected, in what order and how they are to be sorted along with the conditions that apply to selecting records. With "Ad Hoc Query," queries you create can be named and saved so you can execute them and display or print the results later. You can modify a saved ad hoc query at any time.

7.2   CREATE A BASIC AD HOC QUERY

To create a "Basic Ad Hoc Query," use the procedures described in this section. Select Option #1, "Create a Basic Ad Hoc Query" from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear.

```
╔══════════════════════════════════════════════════════════════╗
║               Basic Ad Hoc Query                             ║
║ Query Name: *** NEW QUERY ***_____                    ║
║                                                              ║
║ Type of Query: SELECT ALL_____                        ║
║                                                              ║
║ Fields: _____   ║
║                                                              ║
║ Sort Fields                                                  ║
║  Order By: _____  Ascend/Descend: ____  ║
║  Order By: _____  Ascend/Descend: ____  ║
║  Order By: _____  Ascend/Descend: ____  ║
║  Order By: _____  Ascend/Descend: ____  ║
║  Order By: _____  Ascend/Descend: ____  ║
║  Order By: _____  Ascend/Descend: ____  ║
║  Order By: _____  Ascend/Descend: ____  ║
║  Order By: _____  Ascend/Descend: ____  ║
║                                                              ║
║           F3 = SAVE to continue; F6 = CANCEL;               ║
║             F8/F5=SET ORDR; F8/F6=SET TBLS;                 ║
╚══════════════════════════════════════════════════════════════╝
```

Figure 7.2-1. Basic Ad Hoc Query screen

Later paragraphs describe the function key actions listed at the bottom of the screen.

7.2.1   Fields on the Basic Ad Hoc Query Screen.

This section discusses the screen fields in the order that they appear on the screen.

Field	Description
Query Name:	The "Query Name" is the name that you will use for later reference to the query. Notice that all new queries start with the name "NEW QUERY." When you save the query, you may give it a more specific name. (Refer to paragraph 7.2.5).
Type of Query:	The "Type of Query" specifies the kind of information you wish to select from the database. Note that SELECT ALL is the default value. Press <F2> to get a list of choices. The choices shown in Table 7-3 are available.

Table 7-3. Types of Queries	
VALUE	**OPERATION**
SELECT ALL	Select all records and fields specified. (This is the default).
SELECT UNIQUE	Select unique records only. If multiple record types with duplicate information exist, this selects only one of each unique type. This is useful if you want to list the different kinds of values without printing every value.
SELECT COUNT	Show a count only of records found. (Includes duplicates).
SELECT UNIQUE COUNT	Show a count only of unique columns found. (Does not include duplicates).

Fields:	"Fields" specifies what fields (columns) are to be selected from the overall set of database fields by the query. Press <F2> to get a

complete list of available fields and a brief description of each. Then, indicate what fields you want to select by moving the highlight bar to the desired choice and pressing <F2> to mark each desired field for the query. Once you have marked the field choices for your query, press <Enter> to return to the "Basic Ad Hoc Query" screen. If you choose more than one field, an asterisk will appear in the "Fields" field.

Refer to paragraph 7.3.1.1 for details about more ways to mark fields. Paragraph 7.3.1.2 describes how to set the order that your selected fields appear in the query. Paragraph 7.3.1.3 explains how and when to specify the table to search for a particular selected field.

Order By:
The "Order By" fields ("Sort Fields") allows you to specify how to organize (sort) the results of your query. Entering data into these fields is optional. To organize your report, position the cursor at the first "Order By" field and press <F2> to get a list of the fields you previously selected for your query. Highlight the field you want to sort by first and press <Enter>. To do multi-level sorting, enter more sort fields on subsequent "Order By" lines.

Ascend/Descend:
Each "Ascend/Descend" field corresponds to an "Order By" field and specifies the direction of the sort for the "Order By" field. The default is to sort from lowest to highest (ascending). Entering data into these fields is optional.

When you have completed making the "Basic Ad Hoc Query" screen entries, press <F3>. This will display the Basic Ad Hoc Conditions screen.

7.2.2   Fields on the Basic Ad Hoc Conditions Screen.

This screen lets you specify selection conditions for the fields you selected for your query. Entering data into the fields in this screen is optional. Later paragraphs describe the function key actions listed at the bottom of the screen.

```
┌──────────────────────────────────────────────────────────────┐
│                  Basic Ad Hoc Query Conditions                 │
│ Query Name: *** NEW QUERY ***_____                   │
│                                                                │
│ WHERE                                                          │
│                                                                │
│     Field: _____  Condition: _____  │
│     Value: _____                      │
│                 And/Or ___                                     │
│                                                                │
│     Field: _____  Condition: _____  │
│     Value: _____                      │
│                 And/Or ___                                     │
│                                                                │
│     Field: _____  Condition: _____  │
│     Value: _____                      │
│                 And/Or ___                                     │
│                                                                │
│         F3=SAVE Query; F6=CANCEL; F8/F1=PRINT Query Results     │
│      F8/F2=VIEW Query Results; F8/F3=VIEWSTMT View Query Statement │
│             F8/F4=PREV FRM; F8/F5=PG UP; F8/F6=PG DOWN;         │
└──────────────────────────────────────────────────────────────┘
```

Figure 7.2-2. Basic Ad Hoc Query Conditions

Field   Description

Field:
Use the "Field" field to specify which field in your query to apply a selection condition to. Pressing <F2> gives you a list of your previously selected fields to choose.

For example, if you have selected individual name as one of the fields in

your query, you may want to print only individual names beginning with the letter "S." To do this, enter the individual name field in this data entry field, then specify the condition in the "Condition" field.

Condition: "Condition" is the type of condition (such as equal to, like greater than, less than) to apply to a selected field element. Press <F2> to get a list of choices. The operators LIKE and NOT LIKE should be used when the field contains alphanumeric data (such as a name). The operators = and <> (equal and not equal) should be used when the field contains numeric data only. If you don't know the type of a field, assume it is numeric.

NOTE: As on all CHOICES lists, the currently highlighted option appears with a > on the left side. This might be confusing for this particular list since the = will appear as >= when it is highlighted.

Value: (Optional field). "Value" is the value to compare the field. This can be a full value such as a name or number, or a partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case is considered greater than upper case (for this reason, the input in this field is not converted to upper case).

IMPORTANT: "Ad Hoc Query" automatically puts quotes around the value you enter in this field, so you should never put quotes around your "Value."

And/Or: (Optional field). Use this field only if you are specifying more than one condition. If you want **each** condition to be met, type "A" for "AND" and press <Enter>. If you want **any** condition to be met, type "O" (for "OR") and press <Enter>.

IMPORTANT: Currently, you cannot group logical conditions using "Basic Ad Hoc Query." This means you cannot combine "AND" and "OR" conditions or specify which conditions are applied first. To do that, you must use "Advanced Ad Hoc Query" instead.

7.2.3   Using the Basic Ad Hoc Query Screen.

Figure 7.2-2 shows the "Basic Ad Hoc Query" Screen. Paragraph 7.3.1.2 describes the SET ORDR function. Paragraph 7.3.1.3 describes the SET TBLS function.

Figure 7.2-3. Basic Ad Hoc Query Screen

STEP 1. **Select Option #1**, "Create a Basic Ad Hoc Query," from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear. Notice that all new queries start

with the name "NEW QUERY." When you save the query, you give it a unique name.

To change the value of the "Type of Query" field, go to STEP 2. If the default value is what you want, go to STEP 3.

STEP 2. **Check type of query** (required field). Default is "SELECT ALL." If you want to keep this value, go to STEP 3. If you want to change it, move the cursor from the "Fields" input field and press <F2> to list available choices. Select the desired value and press <Enter> to fill-in the field. Press <Enter> again to move to "Fields."

STEP 3. **Enter "FIELDS" input** (required field). Press <F2> to list fields.

STEP 4. **Mark the fields** you want to select. To do this, first highlight the field you want, then press <F2> to mark it with a >. To highlight a field, use the cursor control keys, or type the first few letters of the desired field until it is highlighted. To unmark a field, highlight it again and then press <F2> again. Refer to Paragraph 7.3.1.1 for advanced field marking options.

STEP 5. **When done marking fields**, press <Enter> to return to the "Basic Ad Hoc Query" screen. If you marked more than one field, an asterisk will appear in the "Fields" input field. Press <Enter> again to go to the first "Order By" field in the "Sort Fields" area.

STEP 6. **Enter "ORDER BY" input** (optional field). To list valid choices, press <F2> to list the fields you marked in STEP 4. Highlight the field you want to sort by and press <Enter> to place it into the "Order By" field. Press <Enter> again to move the cursor to the corresponding "Ascending/Descending" field.

STEP 7. **Enter "ASCENDING/DESCENDING" input** (optional field). Type "A" for ascending alpha-numerical order, or "D" for descending alpha-numerical order, then press <Enter>. Ascending is the default value.

STEP 8. **Enter additional "ORDER BY" input** by repeating STEPS 6 & 7 for each one.

STEP 9. **When done**, press <F3> to go on to the next screen (Basic Ad Hoc Conditions). Input to this screen is optional.

To skip Ad Hoc conditions, press <F3> without entering any conditions. This will display the "Save Ad Hoc Query" Screen described in paragraph 7.2.4.

7.2.4 Using the Basic Ad Hoc Query Conditions Screen.

This screen lets you specify conditions for fields you chose for your query. It also provides access to other "Ad Hoc Query" functions as described in Section 3.


```
               Basic Ad Hoc Query Conditions
Query Name: *** NEW QUERY ***_____

WHERE

    Field: _____   Condition: _____
    Value: _____
                   And/Or ___

    Field: _____   Condition: _____
    Value: _____
                   And/Or ___

    Field: _____   Condition: _____
    Value: _____
                   And/Or ___

          F3=SAVE Query; F6=CANCEL; F8/F1=PRINT Query Results
       F8/F2=VIEW Query Results; F8/F3=VIEWSTMT View Query Statement
              F8/F4=PREV FRM; F8/F5=PG UP; F8/F6=PG DOWN;
```

STEP 1. **Specify the field** to apply conditions to. Press <F2> for a list of previously selected

fields; highlight field and press <Enter>.

STEP 2.   **Specify the condition** to apply to the field. Press <F2> for a list of valid conditions. Highlight the desired condition and press <Enter> to accept it. Highlighted options have > next to them, don't confuse it with a condition character.

STEP 3.   **Specify the value** you want to compare the field. Do not use quotes. Press <Enter> to accept it. This can be a full value, such as a name or number, or partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case values are considered greater than upper case values.

STEP 4.   **Specify the AND/OR condition.** Use this field only if you are specifying another condition. If you want each condition to be met, type "A" for "AND" and press <Enter>. If you want any condition to be met, type "O" for "OR" and press <Enter>.

STEP 5.   **Press** <F3> to display the "Save Ad Hoc Query" Screen.

7.2.5   Using the Save Ad Hoc Query Screen.

This screen lets you save a query for later use, rename a query previously saved and optionally, make the query public.

Figure 7.2-4. Save Ad Hoc Query Screen

7.2.5.1   To Enter a New Name.

Use this procedure to save a newly created ad hoc query under a unique name.

STEP 1.   **Enter name** for the query on the "Query Name" field and press <Enter>. The name you choose should be unique. The cursor will move to the "Comments" field.

STEP 2.   **Enter any comments.** These comments will appear with the name later in a choices list when browsing saved queries. When done, press <F3>.

STEP 3.   **Enter** <Y> **or** <N> at the "Make this Query Public?" field. If you enter <N>, only you can run or modify the query. If you enter "Y" others will be able to use run and modify the query. You can change this later, if you choose.

STEP 4.   **When done**, press <F3>.

7.2.5.2   To Change the Saved Name of a Query.

Use this procedure to change the name of a query that you have just saved.

STEP 1.   **Answer the "RENAME THIS QUERY?"** field. Default is "No." Press <Y><Enter>.

The cursor will move to the "New Name" field.

STEP 2. **Enter new name** for this query and press <Enter>. The cursor will move to the "Comments" field; add any new comments.

STEP 3. **Enter any comments**. These comments will appear alongside the query name later when browsing saved queries. When done, press <F3>.

STEP 4. **Enter** <Y> **or** <N> at the "Make this Query Public?" field. If you enter <N>, only you can run or modify the query. If you enter <Y> others will be able to use run and modify the query. You can change this later, if you choose.

STEP 5. **When done**, press <F3>.

7.3 BASIC AD HOC QUERY FUNCTIONS

7.3.1 Functions Accessible from the Basic Query Screen.

While you are creating a basic query, several enhanced functions are available via function keys from the "Basic Ad Hoc Query" Screen. Paragraphs 7.3.1.1 through 7.3.1.3 describe them.

7.3.1.1 Mark Fields for a Basic Query (Advanced).

While marking fields, you can take advantage of advanced marking capabilities provided by "Ad Hoc Query." The following explains these options.

F1 MARK ALL	Mark (select) all items.
F2 MARK	Mark or unmark highlighted item.
F3 MARK UP	Mark all items from the current one to the top of the list.
F4 MARKDOWN	Mark all items from the current one to the bottom of the list.
F5 INTERVAL	Mark a range of items. To perform this option, mark the item at the top of a desired range of items (using <F2>) and mark the item at the bottom of the desired range. Then, press <F5> and all items in the range will be marked.
F6 PATTERN	Mark items that fit a certain pattern. A prompt asks, for a pattern to search. Input into this prompt is case sensitive. To search for a pattern, type in a letter string followed by the * character. For example, type MED* to mark all items that start with MED, or type * MED * to mark all items that contain the letter string MED.
F7 SWAP	Mark all items that are currently unmarked and unmark all items that are currently marked.

Refer to the Section 8, "ISM Standard User Interface" for more details about selecting items from lists and menus.

7.3.1.2 Set the Order of Fields in a Basic Query.

Use the following procedure when creating a "Basic Ad Hoc Query" to set the order that the selected fields appear in the results of your query.

STEP 1. **Select the Set Order option** by pressing <F8> followed by <F5>.

STEP 2. **Highlight the field** you want to appear first (by using the arrow keys) and press <Enter>.

STEP 3. **Highlight the field** you want to appear next and press <Enter>.

STEP 4. **Repeat Step 3** until you are satisfied with the order of the data elements.

STEP 5.   Press <F8/F3> to save and return to the "Basic Ad Hoc Query" screen.

> **IMPORTANT:** The system will display in a ~~random~~ order the fields for which you do not specify the display order.

7.3.1.3 Setting the Search Tables in a Basic Query.

When the same database field is present in more than one table, "Ad Hoc Query" chooses one of these tables as the default search table. This option is needed to set the search table in those cases when the default search table is not what you intended. This situation would arise in the following example:

You want to create a report of a soldier family member names with the family member's SSN displayed alongside each name. First, you select the fields you want to query - individual name (for name of family member) and individual family member SSN. The problem is that the individual name is present in two different tables: "individual" and "individual association." To generate a query of family member names, the query must search the individual association table but not the individual table. Since Ad Hoc Query by default searches the "individual" table, which contains the soldier's names, you must override the default for this field and set it to search the "individual association" table instead.

Use the following procedure when creating a "Basic Ad Hoc Query" to set which data base tables to search when selecting fields in your query.

STEP 1.   **Press** <F8/F6> to select the Set Tables option. A browse menu containing the fields in your query along with their current search table will appear.

STEP 2.   **Highlight the field** whose search table you wish to change (using the arrow keys) and press <Enter>. A CHOICES menu consisting of the possible search tables will appear.

STEP 3.   **Highlight the desired search table** (using the arrow keys) and press <Enter>. You will return to the browse menu in STEP 2.

STEP 4.   **Repeat Steps 2 and 3**, until you have specified the desired search tables for your query fields.

STEP 5.   **Press** <F8/F3> to save and return to the "Basic Ad Hoc Query" screen.

7.3.2 Functions Accessible from the Conditions Screen.

After you have created a basic query, several functions are available via function keys from the "Basic Ad Hoc Query Conditions" Screen. Paragraphs 7.3.2.1 through 7.3.2.6 describe them.

7.3.2.1 Print Ad Hoc Query Results.

To print the report to a printer--

STEP 1.   **Press** <F8/F1>. A User defined header screen will appear.

STEP 2.   **Enter a title** to put on the query results and press <F3>. A message [Generating Report ...] will appear followed by the Print Destination Screen.

STEP 3.   Specify the number of copies you want, the printer class, and printer name. Press <F2> for lists of valid printer classes and names.

STEP 4.   **When done**, press <F3> to print or <F6> to return to the "Basic Ad Hoc Query" screen.

7.3.2.2 View Ad Hoc Query Results.

To display the results of your query--

STEP 1.   **Press** <F8/F2>. As your query is being performed and the results compiled, a [Generating Report ...] message will appear.

STEP 2. **Move to the next page** of the report, once it appears, by pressing <Enter>.

> **IMPORTANT**: Report-viewing is done via a file-browsing utility that lets you do things like search for patterns and move backward and forward through the report. If you are comfortable moving through files, use the browse commands. Press <h/Enter> to display a list of these commands.

STEP 3. **Press** <q/Enter> to exit the display and return to the previous screen.

7.3.2.3 View Ad Hoc Query Statements.

To view the SQL statements of the current "Ad Hoc Query," press <F8/F3>. This lets you see the SQL statements that are generated by "Basic Ad Hoc Query." You can use this information to learn how SQL is used and can copy SQL code for use with "Advanced Ad Hoc Query."

7.3.2.4 Return to Basic Ad Hoc Query Screen.

To return to the "Basic Ad Hoc Query" Screen, press <F8/F4>. You can then make further modifications to the query.

7.3.2.5 Scroll Query Conditions Up.

To scroll the current display of query conditions up toward the beginning, press <F8/F5>.

7.3.2.6 Scroll Query Conditions Down.

To scroll the current display of query conditions down toward the end, press <F8/F6>.

7.4 OTHER AD HOC QUERY OPTIONS

You can access the functions described in this section from the "Ad Hoc Query" main menu. To create a "Basic Ad Hoc Query," refer to Section 7.3.

7.4.1 Create an Advanced Ad Hoc Query.

To use "Advanced Ad Hoc Query," press <2><Enter>. The "Advanced Ad Hoc Query" screen will appear.


```
                         Advanced Ad Hoc Query
Query Name: *** NEW QUERY ***
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 F8/F1=PRINT;  F8/F2=VIEW;  F3=Save Advanced Query;  F6=CANCEL
```

Figure 7.4-1. Advanced Ad Hoc Query

This screen functions similarly to the "Basic Ad Hoc Query" Screen. No help is available and you must write your own SQL statements.

> **To print** your advanced query, press <F8/F1>.

> **To view** your advanced query, press <F8/F2>.

> **To scroll up** your advanced query, press <F8/F6>.

To scroll down your advanced query, press <F8/F5>.

7.4.2   Change a Saved Ad Hoc Query.

To change a query you have already saved, press <3/Enter>. A list of all saved queries will appear on-screen.
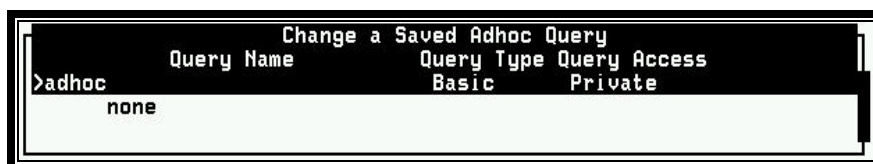
Highlight the query you want to edit and press <Enter>. The appropriate "Ad Hoc Query" Screen (Basic or Advanced) appears with the query already filled in. Make any changes you wish.

7.4.3   Delete Ad Hoc Queries.

Use this procedure to delete a saved query.

STEP 1.   **List saved queries** by pressing <4/Enter>. A list of all saved queries will appear on-screen.
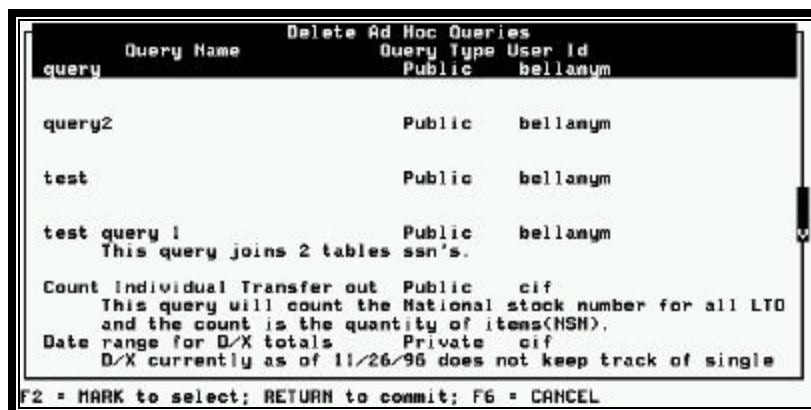
Figure 7.4-2. Delete Ad Hoc Queries

STEP 2.   **Mark the queries** you want to delete.

STEP 3.   **Press** <Enter>. A screen will appear asking if you are sure you want to delete the marked item(s).
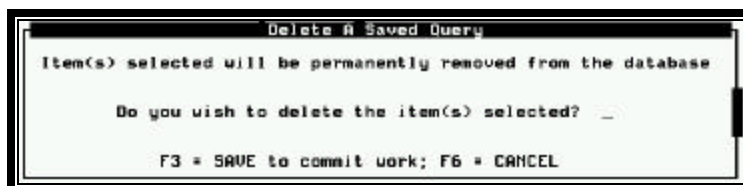
STEP 4.   **Press** <Y> in response to the prompt and press <F3>. The marked item(s) will be deleted.

7.4.4   View/Print Saved Ad Hoc Query Results.

Use this procedure to view or print a query you have already saved.

STEP 1.   **Display** the View/Print Saved Ad Hoc Query Results screen by pressing <5/Enter>.

```
┌─────────────────────────────────────────────┐
│  ▄▄ View/Print Saved Ad Hoc Query Results ▄▄  │
│                                               │
│  Query Name: _____ │
│                                               │
│   F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL    │
└─────────────────────────────────────────────┘
```
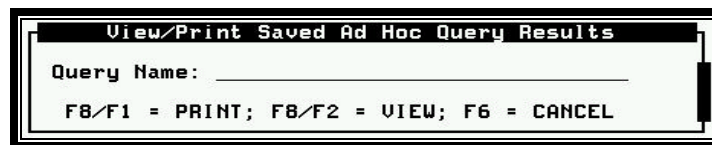
Figure 7.4-3. View/Print Saved Ad Hoc Query Results

STEP 2.   **Enter the name** of the saved query you want to view, or print, or press <F2> for a list; highlight the one you want to run, and press <Enter>. This will insert the name into the "Query Name" field.

STEP 3.   **To view the query**, press <F8/F2>. Refer to paragraph 7.3.2.2 for information about viewing a query.

STEP 4.   **To print the query**, press <F8/F1>. Refer to paragraph 7.3.2.1 for information about printing a query.

7.4.5   View Saved Ad Hoc Query Statements.

Use this procedure to view the SQL statements of a saved "Ad Hoc Query." This option lets you see the SQL statements that result from automatic generation of your saved SQL query. You can use this information to learn how SQL is used and to copy SQL code for use with "Advanced Ad Hoc Query."

STEP 1.   **List saved queries** by pressing <6/Enter>. A box listing the saved ad hoc queries will appear.

```
┌──────────────────────────────────────────────────────────┐
│            View Saved Ad Hoc Query Statements             │
│           Query Name          Query Type Query Access     │
│>Count Individual Transfer out  Advanced    Public         │
│       This query will count the National stock number for all LTO │
│       and the count is the quantity of items(NSN).        │
│ Master Location - Ft. Stewart  Basic       Public         │
│                                                           │
│                                                           │
│ Search for lin 102             Advanced    Public         │
│       Search for lin 102 for dueouts                      │
│                                                           │
│ Temp Loan/Name - Ft. Stewart   Basic       Public         │
│                                                        █  │
│                                                        █  │
│ adhoc                          Basic       Private        │
│       none                                                │
│                                                           │
│ bdu dx                         Advanced    Public         │
│       for bdus on polk                                    │
├──────────────────────────────────────────────────────────┤
│Highlight your selection and press RETURN                  │
└──────────────────────────────────────────────────────────┘
```

Figure 7.4-4. View Saved Ad Hoc Query Statements

STEP 2.   **Highlight the query** name you want to view and press <Enter>. The SQL statements will appear on-screen.

STEP 3.   **When done viewing**, type <q/Enter> to return to the "Ad Hoc Query" menu.

7.5   AD HOC QUERY SAMPLES

This section demonstrates how to make some sample reports using "Basic Ad Hoc Query." This is not intended to be an extensive tutorial. You are urged to substitute any fields you want for the ones shown in the examples. In so doing, you will find how easy it is to create ad hoc queries. Remember that the database is not altered in any way when you create or run an ad hoc query.

7.5.1   Creating and Manipulating Simple Reports.

7.5.1.1   Create a Simple Report.

Use the following procedure to create a simple report that contains three columns of data, sorted by the data in the first column.

STEP 1.   **Select Option #1**, "Create a Basic Ad Hoc Query," from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear.

STEP 2.   **Enter "FIELDS" input** (required field). Press <F2> to list fields.

STEP 3.   **Mark the fields** shown below. To do this, first highlight the field, then press <F2> to mark it.

BIRTH_DT   IND_SSN   RANK

If one of the fields shown above is not in your field list, mark some other similar field.

STEP 4.   **When done marking fields**, press <Enter> to return to the "Basic Ad Hoc Query" screen. An asterisk will appear in the "Fields" input field. Press <Enter> again to go to the first "Order By" field in the Sort Fields area.

STEP 5.   **Enter "ORDER BY" input**. Enter the BIRTH_DT field here. Press <Enter> again to move the cursor to the "Ascending/Descending" field.

STEP 6.   **Enter "ASCENDING/DESCENDING" input**. Type "A" for ascending order, then press <Enter>.

STEP 7.   **When done**, press <F8/F2> to generate a report for screen viewing.

RESULTS: Notice that the dates are in ascending order, as you specified.

NOTES: 1.   The columns are output in apparently random order because you did not use the SET ORDR option (paragraph 7.3.1.2) to set the order of the fields in the output columns.

2.   If information was not displayed in your report, it is probably because no data existed that matched your query. Recheck your query carefully if you think this is an error.

STEP 8.   **When finished reviewing** the report, press <F3> to go to the "Save Ad Hoc Query" Screen. Then save it, as described in paragraph B.2.5 and return to the "Ad Hoc Query Conditions" screen.

7.5.1.2 Select a Range of Values for Dates.

Use the following procedure to select a range of values for the report you created in paragraph 7.5.1.1. This example will list only those with dates between 1 January 1960 and 1 January 1963.

STEP 1.   **Enter "FIELD" data**. Type "BIRTH_DT" <Enter>. (Or, press <F2> to list the fields and select BIRTH_DT.)

STEP 2.   **Enter condition**. Type ">" and press <Enter>. Or, press <F2> for a list of operators, move the highlight to "> greater than," and press <Enter>.

STEP 3.   **Enter "VALUE" data**. To list the dates after 1 January 1960, type 19600101 and press <Enter>.

STEP 4.   **Enter AND/OR data**. Press <a><Enter> to populate this field with "AND."

STEP 5.   **Enter "FIELD" data**. Enter "BIRTH_DT" as you did in STEP 3.

STEP 6.   **Enter condition**. Type "<" and press <Enter>.

STEP 7.   **Enter "VALUE" data**. To list the dates before 1 January 1963, type 19630101 and press <Enter>.

STEP 8.   **Press <F8><F2> to generate your report for viewing on-screen.**

RESULTS. When the report appears, notice that the first column of data contains the "BIRTH_DT" values.

Unlike the previous report, which showed every value, the dates shown range between the dates that you entered. This is because you placed conditions on the query using the "Basic Ad Hoc Query"

Conditions screen.

7.5.1.3   Select a Range of Values for Names.

The procedure given in paragraph B.5.1.2 shows how to place conditions on the output so you can control more precisely, what information is reported. Here are two other examples that use conditions to specify various ranges of values.

7.5.1.4   Search for Names by First Letter.

This procedure is based on the sample report shown in paragraph 7.5.1.2. This sample lists all values in the LASTNAME field that begin with the letter S.

STEP 1.   **Enter "FIELDS" data** in the "Basic Ad Hoc Query" screen. Use "LASTNAME" as the "Fields" input. (To unmark any marked field, highlight it and press <F2>).

STEP 2.   **Enter "ORDER BY" value** . Place "LASTNAME" into the first "Order By" input field, and press <Enter>. Choose "Ascending."

STEP 3.   **Press** <F3> to display the Basic Ad Hoc Conditions screen.

STEP 4.   **Enter values**. In "Field 1" enter "LASTNAME." In the "Condition" field, enter "LIKE." In the "Value" field, enter "S%." The "%" is a special "wildcard" character that matches any number of characters.

STEP 5.   **Press** <F8/F2> to generate and display the report.

7.5.1.5   Search for Names with Alternate Spellings.

This query searches for all LASTNAME values that are spelled a certain way ("Anderson" or "Andersen," in this case).

STEP 1.   **Enter "FIELDS" data** in the "Basic Ad Hoc Query" screen. Use "LASTNAME" as the "Fields" input. (To unmark any marked field, highlight it and press <F2>).

STEP 2.   **Enter "ORDER BY" value** . Place "LASTNAME" into the first "Order By" input field, and press <Enter>. Choose "Ascending."

STEP 3.   **Press** <F3> to display the Basic Ad Hoc Conditions screen.

STEP 4.   **Enter values**.   In "Field 1" enter "LASTNAME."   In the "Condition" field, enter "LIKE." In the "Value" field, enter "ANDERS_N." The "_" is special wildcard character that matches any one character.

STEP 5.   **Press** <F8/F2> to generate and display the report.

8 ISM USER INTERFACE STANDARDS

The ISM applications have been designed and written to be consistent in the way in which they are accessed and used. The method of use or 'interface' with the ISM was designed using the Extended Terminal Interface Prototype (ETIP). This development tool has made the use of the applications standard throughout each ISM. A standard interface provides the user with consistency, on-line help, menus, function keys, and prompts to assist the user at each step throughout the application. The interface standard is easy to use if learned once for an application, the learning process for additional applications will be minimal.

8.1 SCREEN LABELED FUNCTION KEYS (SLK)

Notice the indication of eight (8) keys at the bottom of the terminal screen. These eight (8) keys, the Screen Labeled Function Keys (SLK), correspond to the F1 through F8 function keys on the keyboard. They will always appear at the bottom of the screen as long as the terminal being used supports function key labeling. (If the terminal being used does not support function key labeling, then the space at the bottom of the display will be used.) In place of the actual key label, the system will show a word(s) to indicate the current options available and what action you will take when you press that key.

There are two sets of SLK. The first set contains the functions used most commonly while in an ISM application.

| HELP | CHOICES | SAVE | | | | CANCEL | CMD-MENU | CHG-KEYS |

Figure 8.1-1. Screen Labeled Function Keys (I)

This is the set of SLK displayed when first entering an ISM. The functions available via these SLK are:

F1 HELP	display HELP
F2 PREVPAGE	display previous page of current text
F3 NEXTPAGE	display next page of current text
F6 CANCEL	Cancel the operation and return to previous screen
F7 CMD-MENU	not active in ISM applications
F8 CHG-KEYS	switch to second set of SLK

All SLK options always occur on the same key. For example, CANCEL will always appear on the F6 key. Other commands that may appear on the first set of SLK include:

F1 PRINT	Print the requested report
F2 VIEW	View the requested report
F2 CHOICES	Access a selection list of possible choices. Use this for selecting and inserting a value into a field when filling out a form.
F3 SAVE	Proceed with operation. The exact meaning of this option is always spelled out on the screen. In general, this is used to indicate that the pending operation is to be performed or in case of forms that the data entered should be processed.

Pressing the SLK labeled CHG-KEYS will display a second set of SLK. Pressing CHG-KEYS repeatedly will toggle between the first and second set of SLK.

| PRINT | VIEW | | | | | FRM-MGMT | CHG-KEYS |

Figure 8.1-2. Screen Labeled Function Keys (II)

The functions available via these SLK are:

F7 FRM-MGMT	Access the Frame Management Menu
F8 CHG-KEYS	Toggle between first and second set of SLK

Other commands that may appear on the second set of SLK include:

F1 PRINT	Print the requested report
F2 VIEW	View the requested report
F3 XMIT	Transmit the requested report

The Frame Management Menu is accessible at all times and provides the following options:

Table 8-1. Frame Management Menu Options	
OPTION	**DESCRIPTION**
list	List the open frames. Displays a list by name of all the frames currently displayed on the screen. If a frame is selected from this list, the selected frame becomes the active frame.
move	Move the active frame. Allows you to relocate the active frame to another position on the display. This adjustment of position is temporary and only effects the current frame.
reshape	Reshape the active frame. This allows you to change the length or width of the current frame within certain limits. This adjustment of shape is temporary and only effects the current frame.
refresh	Refresh the display. This option is useful when the display becomes garbled for any reason.
Color Attributes	Set Color Attributes. This option displays a form that allows you to select and set your color preferences for various aspects of the display. These settings are permanent but can be changed at a later time.

The SLK will help you make selections, process form entries, and access additional information needed to complete forms for processing.

8.2   HELP

Help is always available by pressing the SLK labeled HELP. HELP consists of one or more full screen text boxes that contain background, explanatory and "how to" information. The Help text displayed when you press the Help SLK will depend on where you are in the application that you are using. For example:

The 'HELP' displayed, while you are at the starting point, i.e., the "Master Menu," will contain general information about the ISM and specific information about the menu selection that you have highlighted at the time you have pressed the HELP SLK.

Figure 8.2-1. HELP Screen

The HELP displayed while a form is on the screen will contain an explanation of the overall form and often will show detailed instructions regarding each field in the form. Each 'HELP' screen will have additional instructions at the bottom of each screen indicating any further actions that can be taken while using HELP. You can see the examples of this in accessing the HELP when the initial ISM "Welcome to"

screen appears upon logging on to your system.

Notice the highlighted instructions and the corresponding SLK for moving around in the HELP text. The shaded scrollbar on the right hand border of the screen will indicate with small vertical arrows if there is text before or after the current page.

Please note that you can accomplish the access to the ISM applications through different methods. These instructions are based on the use of the AT&T 605 terminal. If you are using another type of terminal or terminal emulation software to access the ISM applications, you may not be able to use the SLK as mentioned. In such cases, you may have to use Alternative Keystrokes. This table should help, if not, see your System Administrator.

Table 8.2. Alternate Keystrokes		
Keys	**Alternative Keystrokes**	**Function**
F1 through F8	Control-F 1 through Control-F 8	Screen Labeled Keys
Beg	Control-B	Display the first page
End	Control-E	Display the last page
Down Arrow or Scroll Down	Control-D or Control-F D	Scroll the display down by one quarter of a page
Up Arrow or Scroll Up	Control-U or Control-F U	Scroll the display up by one quarter of a page
Page Up	Control-V	Scroll up a page
Page Down	Control-W	Scroll down a page

8.3   MENUS

Menus are another feature of the standard user interface. Menus are shown and choices are made from these menus to move around in the application. Menu selections do not have to be accessed in the order that they appear. There are several ways to move through a menu and each menu that appears will have simple instructions to follow that will appear at the bottom of the screen.

One way to move through a menu is to use the UP and DOWN ARROW keys. Using these keys you can move the highlighted bar up and down the menu. Pressing the DOWN ARROW while at the last selection in the menu will result in the highlight bar moving to the first menu selection. The reverse is true for using the UP ARROW while the highlight bar is at the first choice.

Additionally, you can access the menu items by typing in the key corresponding to the first character (usually a number) in the line that contains the choice. For example, when a menu appears on the screen, the highlight bar usually appears at the first choice. If you want to select the eighth (8th) item in the menu, press the 8 key on the keyboard. The highlight bar will move directly to that item. If you move the highlight bar in this manner, and decide not to make that particular selection, you must use the UP and DOWN ARROW keys to move the highlight bar further.

Another type of menu that the ISM applications will have, is the CHOICE menu. These choices are not always numbered and they often contain text on each line. When these menus are displayed, the first character access method can be used with the added feature of being able to continue typing in characters until a specific match has been found. The terminal will beep if there are no other matches to the character sequence that has been entered.

You can access menus by additional methods, depending upon the type of menu that appears. You may use the Alternative Keystrokes.

<table>
<tr><td colspan="3">**Table 8-3. Alternative Keystrokes for Menus**</td></tr>
<tr><th>Keys</th><th>Alternative Keystrokes</th><th>Function</th></tr>
<tr><td>Next</td><td>Control-N</td><td>Move the next item</td></tr>
<tr><td>Prev</td><td>Control-P</td><td>Move to the previous item</td></tr>
<tr><td>Down Arrow</td><td>Control-D</td><td>Move down</td></tr>
<tr><td>Up Arrow</td><td>Control-U</td><td>Move Up</td></tr>
<tr><td>Beg or Home</td><td>Control-F B or Control B</td><td>Move to the first item</td></tr>
<tr><td>End or Home Down</td><td>Control-F E or Control E</td><td>Move to the last item</td></tr>
</table>

8.4   FORMS

Forms are another feature of the standard user interface. Forms are displayed and data entered into and displayed from the application using the various field of the form. A form may consist of a single screen or may consist of a number of screens. The data entered into the fields in a form does not update the application until you press the <F3 SAVE> key at the completion of the form. Then the system updates all the fields at once. The fields in a form do not have to be accessed in order. There are several ways to move between the fields in a form and each form that appears will have simple instructions to follow that will appear at the bottom of the screen. You may use the Alternative Keystrokes.

<table>
<tr><td colspan="3">**Table 8-4. Alternative Keystrokes for Selecting Fields**</td></tr>
<tr><th>Keys</th><th>Alternative Keystrokes</th><th>Function</th></tr>
<tr><td>NEXT or TAB</td><td>Control-N or Control-I</td><td>Move to the next field</td></tr>
<tr><td>PREV or SHIFT-TAB</td><td>Control-P or Control-T</td><td>Move to the previous field</td></tr>
<tr><td>BEG</td><td>Control-B</td><td>Move to the first field</td></tr>
<tr><td>END</td><td>Control-E</td><td>Move to the last field</td></tr>
<tr><td>Down Arrow</td><td>Control-D</td><td>Move down to the next field</td></tr>
<tr><td>Up Arrow</td><td>Control-U</td><td>Move up to the previous field</td></tr>
</table>

You may be able to edit the data entered into the field. The application edits some fields automatically. For example, the system may convert the data to upper case after you have entered in lower case. The system checks the date and numeric format fields for their validity.

If a list of valid choices to enter in to a field is available, pressing the SLK labeled CHOICES will cause a sub-menu to appear. Highlighting the desired entry and pressing <Enter> will cause the selected entry to be entered into the field. You may edit a data within a field using Alternative Keystrokes.

<table>
<tr><td colspan="3">**Table 8-5. Alternative Keystrokes for Editing Fields**</td></tr>
<tr><th>Keys</th><th>Alternative Keystrokes</th><th>Function</th></tr>
<tr><td>Left Arrow</td><td>Control-L</td><td>Move left within the current field</td></tr>
<tr><td>Right Arrow</td><td>Control-R</td><td>move right within the current field</td></tr>
<tr><td>SHIFT-Left Arrow</td><td>Control-F P</td><td>Move to the previous word in the current field</td></tr>
<tr><td>SHIFT-Right Arrow</td><td>Control-F N</td><td>Move to the next word in the current field</td></tr>
</table>

Table 8-5. Alternative Keystrokes for Editing Fields		
Keys	**Alternative Keystrokes**	**Function**
HOME	Control-F B	Move to the beginning of the current field
HOME DOWN	Control-F E	Move to the end of the current field
Del or Del Char	Control-X	Delete character at cursor
Del Line	Control-K	Delete line at cursor
SHIFT-Del	Control-F W	Delete word at the cursor
Clear EOL	Control-F Y	Clear to the end of line
Back Space	Control-H	Delete the character before the cursor
Clear or SHIFT-Clear Line	Control-Y	Clear the entire field
Opts	Control-F O	Display choices menu
ESC	Control-[	Toggle between insert and overwrite modes

8.5   PROMPTS:

Many screens and forms throughout the ISM application will contain brief messages to the user. These messages, displayed at the bottom of the screen, are **prompts** indicating what is expected in the way of keyboard action. Most commonly, when a menu appears, you will see:

Highlight your selection and press RETURN

You are to make a choice by moving the highlight bar to a menu item and select it by pressing the <Enter> key.

When a form appears, a prompt will appear at the bottom of the screen indicating what kind of information you are to enter in respective to the field where the blinking cursor appears.

8.6   DATES:

Date fields have the format YYYY/MM/DD. You do not require the '/' separator and you may omit the leading century. If you enter the '/' separator, you may omit leading zeros. For example, to enter the date of July fourth 1992, you may type 1992/07/04, 19920704, 920704, 92/07/04, or 92/7/4. In each case the date will appear in the standard format. You may use any non numeric character instead of '/' as a separator when entering dates. For example, when using the numeric keypad to enter dates, you can use the "dot" (.”") character instead of '/.' The entry "today" in any date field will populate that field with the current date.

9   DATA ENTRY FORMS

9.1   ORDER FORMAT 266 (RELEASE FROM AD ORDERS) DATA ENTRY FORM.

This form is used for release from active duty for training (ADT), discharge from the reserve of the Army, and return to the ARNG.

```
                    Orders Format 266 Data Entry Form
SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST        Rank: LTC   UIC: WELH01
Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST

Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000
National Guard State: __
Effective date: 1997/07/21
Army National Guard unit:
                                                                       _____
National Guard grade of rank: ___
National Guard basic branch: __
National Guard component: RA__
Last permanent duty station:
WELH MACOM/LST DUTY ASGMT TEST (WELH01) SOME CITY, AK 00000-0000        _____
Accounting classification:
                                                                       _____
Percentage of disability: 30_
PEBD: NA_____
                    F3 = SAVE to commit work; F6 = CANCEL
```

Figure 9.1-1. Order Format 266 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
National Guard State:	Enter the two-letter state code of the soldier's National Guard state.
Effective date:	Enter the effective date of release from ADT in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Army National Guard Unit:	Enter the soldier's Army National Guard Unit.
National Guard grade of rank:	Enter the soldier's National Guard grade of rank.
National Guard basic branch:	Enter the soldier's National Guard basic branch.
National Guard component:	Enter the soldier's component.
Last Permanent Duty Station:	Enter the actual location of the soldier's last permanent duty station.
Accounting classification:	Enter the accounting classification.
Percentage of disability:	Enter the percentage of disability the soldier has received during

active duty.   Enter a disability percentage between 0-100. Enter 'n' or 'n/a' if not applicable.

PEBD: Enter the PEBD.

Press <F3> to commit work or <F6> to cancel.

9.2   ORDER FORMAT 267 (RELEASE FROM AD ORDERS) DATA ENTRY FORM.

This form is used for release from active duty for training (ADT) of ARNG or USAR personnel, ordered to ADT for periods of 90 days or more, release from active duty of active Guard/Reserve personnel.

```
┌─────────────── Orders Format 267 Data Entry Form ───────────────┐
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST       Rank: LTC   UIC: WELH01 │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST                          │
│                                                                             │
│ Install: SOME CITY         ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                                             │
│ Effective date: 1997/07/21                                                  │
│ Returned to (unit):                                                         │
│ ─────────────────────────────────────────────────────                      │
│                                                                             │
│ Terminal date of Reserve obligation: 0000/00/00                             │
│                                                                             │
│ Component: RA__                                                             │
│ Accounting classification:                                                  │
│ ─────────────────────────────────────────────────────                      │
│                                                                             │
│ PEBD: NA_____                                                             │
│                   F3 = SAVE to commit work; F6 = CANCEL                     │
└─────────────────────────────────────────────────────────────────┘
```

Figure 9.2-1. Order Format 267 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date of release from ADT in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Returned to (unit):	Enter unit returned to.
Terminal date of Reserve obligation:	Enter the soldier's terminal date of Military Selective Service obligation in the standard date format.
Component:	Enter the soldier's component.
Accounting classification:	Enter the accounting classification.
PEBD:	Enter the PEBD.

Press <F3> to commit work or <F6> to cancel.

9.3 ORDER FORMAT 274 (NG RELEASE FROM ADT TRANS USAR) DATA ENTRY FORM.

This form is used for release from active duty for training (ADT) of USAR, or ARNG enlisted personnel and transfer to an USAR control group to complete a military service obligation.

```
╔════════════════════════════════════════════════════════════╗
║            Orders Format 274 Data Entry Form                 ║
║ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST    Rank: LTC   UIC: WELH01 ║
║ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST           ║
║                                                              ║
║ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 ║
║                                                              ║
║ Effective date: 1997/07/21                                   ║
║ Component: RA__                                              ║
║                                                              ║
║ Returned to: State Adjutant General of __ (For ARNGUS personnel only) ║
║ Transferred to: U.S. Army Reserve Control Group(_____) ║
║ Military Service obligation: 0000/00/00                      ║
║ HOR: SOME CITY        ST: AK CO: US                         ║
║ Pl OAD: SPME CITY     ST: AK CO: __                         ║
║ Accounting classification:                                   ║
║                                                              ║
║ PEBD: NA_____                                             ║
║                                                              ║
║             F3 = SAVE commit work; F6 = CANCEL              ║
╚════════════════════════════════════════════════════════════╝
```

Figure 9.3-1. Order Format 274 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date of release from ADT in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Component:	Enter the soldier's component.
Returned to: State Adjutant General of:	Enter the state code of the soldier's ARNG state.
Transferred to U.S. Army Reserve Control Group:	Enter either "Annual Training" or "Reinforcement."
Military Service obligation:	Enter the terminal date of Military Selective Service obligation in standard date format.
HOR:	Enter the city name of the soldier's home of record.
ST:	Enter the state code of the soldier's home of record.
CO:	Enter the country code of the soldier's home of record.

Pl OAD:	Enter the city name of place ordered to active duty.
ST:	Enter the state code of place ordered to active duty.
CO:	Enter the country code of place ordered to active duty.
Accounting classification:	Enter the accounting classification.
PEBD:	Enter the PEBD.

Press <F3> to commit work or <F6> to cancel.

9.4   ORDER FORMAT 430 DATA ENTRY FORM.

This form is issued for reassignment for Separation processing.


```
┌─────────────────────────────────────────────────────────────┐
│              Orders Format 430 Data Entry Form                │
│ SSN: 999990028     Name:TWENTYEIGHTH DJMS TEST    Rank:LTC  UIC: WELH01│
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST            │
│                                                               │
│ Install: SOME CITY       ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000│
│                                                               │
│ Assigned to:                                                  │
│                                                               │
│ Reporting Date: _____         Is overseas travel involved: _│
│ Authority: _____                   │
│ 18 years active Federal Service on 1 Nov 81: _                │
│ HOR: SOME CITY        ST: AK CO: US                           │
│ Scheduled date of separation: 1997/07/21                      │
│ MDC: 1AO  FY: _      Pl EAD or OAD: SPME CITY      ST: AK CO: __│
│ Component: RA    CIC: _____     Available Date: _____   │
│                                                               │
│ PEBD: NA                                                      │
│                                                               │
│              F3=SAVE to commit work; F6=CANCEL                │
└─────────────────────────────────────────────────────────────┘
```

Figure 9.4-1. Order Format 430 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Assigned to:	Enter transition point assigned to.
Reporting date:	Enter reporting date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Is overseas travel involved:	Enter <Y> if applicable.
Authority:	Enter the separation authority regulation.
18 years active Federal Service on 1 Nov. 81:	Enter <Y> if soldier is to be retired and had 18 or more years of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.

CO:	Enter the country code of soldier's home of record.
Scheduled date of separation:	Enter the scheduled date of separation in standard date format.
MDC:	Enter the movement designator code.
FY:	Enter the 'movement designator code' fiscal year.
Pl EAD or OAD:	Enter the city name of place of entry into active duty or place ordered to active duty.
ST:	Enter the state code of place of entry into active duty or place ordered to active duty.
CO:	Enter the country code of place of entry into active duty or place ordered to active duty.
Component:	Enter the soldier's component.
CIC:	Enter CIC when appropriate for overseas travel.
Available Date:	Enter availability date in standard date format when appropriate for overseas travel.

Press <F3> to commit work or <F6> to cancel.

9.5 ORDER FORMAT 434 DATA ENTRY FORM.

This form is issued for travel to location of personal choice for retirement separation.


```
                    Orders Format 434 Data Entry Form
 SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01
 Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST

 Install: SOME CITY         ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000
 Asgned to: ____
 Reporting date: _____          Retirement/Separation date: 1997/07/21
 Transition Assistance Management Program: _      Payment Type: _____
    Soldier entitled to ____ separation pay IAW 10 USC 1174
    EXPIRATION:   Medical: _____    Post Exchange/Commissary: _____
    Expiration SSB/VSI Reserve Commitment: _____
 Authority: ____
 18 years active Federal Service on 1 Nov. 81: _     MDC:1A0  FY: _
 Authorized place of retirement/separation:
 FORT GREELY AK 96508-5000 (W4UJ38)
 Requested place of retirement/separation:

 HOR:SOME CITY      ST:AK CO:US     Pl EAD:SPME CITY      ST:AK CO:__
 CIC: _____    Available date: _____         PEBD: NA
               F3 = SAVE to commit work; F6 = CANCEL
```

Figure 9.5-1. Order Format 434 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Assigned to:	Enter the transition point at location of choice.
Reporting date:	Enter reporting date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.

Retirement/Separation date:	Enter retirement date in standard date format.
Transition Assistance Management Program:	Enter <Y> if applicable.
Payment Type:	Enter "VSI," "SSB," or "SEP PAY."
Soldier entitled to:	Enter "FULL" if soldier is entitled to full separation pay. Enter "HALF" if soldier is entitled to one-half separation pay. Enter "NO" if soldier is not entitled to separation pay.
EXPIRATION: Medical:	Enter the expiration date of medical privileges in standard date format.
Post Exchange/Commissary privileges:	Enter the expiration date of post exchange/commissary privileges in standard date format.
Expiration SSB/VSI Reserve Commitment:	Enter the SSB/VSI reserve commitment date in standard date format.
Authority:	Enter separation authority.
18 years act Federal Service on 1 Nov. 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
MDC:	Enter movement designator code.
FY:	Enter movement designator code fiscal year.
Authorized place of retirement/separation:	Enter the authorized place of retirement or separation.
Requested place of retirement/ separation:	Enter the requested place of retirement or separation.
HOR:	Enter the city name of the soldier's home of record.
ST:	Enter the state code of the soldier's home of record.
CO:	Enter the country code of the soldier's home of record.
Pl EAD:	Enter the city name of the place of entry into active duty.
ST:	Enter the state code of the place of entry into active duty.
CO:	Enter the country code of the place of entry into active duty.
CIC:	Enter Customer Identification Code when appropriate for overseas travel.
Available date:	Enter availability date when appropriate for overseas travel.

Press <F3> to commit work or <F6> to cancel.

9.6   ORDER FORMAT 454 DATA ENTRY FORM.

Release from attachment and reattachment for separation processing of ARNG or USAR soldier in active Guard/Reserve status.

```
┌──────────────────────────────────────────────────────────┐
│            Orders Format 454 Data Entry Form               │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST    Rank: LTC   UIC: WELH01│
│                                                            │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST         │
│                                                            │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000│
│ Attached to:                                               │
│                                                            │
│ Reporting date: _____                                  │
│ Released from attachment to:                               │
│                                                            │
│ Accounting classification:                                 │
│                                                            │
│ HOR: SOME CITY          ST: AK CO: US                      │
│ Pl EAD or OAD: SOME CITY          ST: AK CO: __            │
│ Scheduled date of separation: 1997/07/21                   │
│ Component: RA                                              │
│ PEBD: NA                                                   │
│                                                            │
│          F3 = SAVE to commit work; F6 = CANCEL             │
└──────────────────────────────────────────────────────────┘
```

Figure 9.6-1. Order Format 454 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Attached To:	Enter the reserve component unit to which the AGR soldier is to be attached.
Reporting Date:	Enter the date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Released from attachment to:	Enter the reserve component unit from which the AGR soldier is being released from attachment.
Accounting classification:	Enter the accounting classification.
HOR:	Enter the city name of the soldier's home of record.
ST:	Enter the state code of the soldier's home of record.
CO:	Enter the country code of the soldier's home of record.
Pl EAD or OAD:	Enter the city name of the place of entry into active duty or the place ordered to active duty.
ST:	Enter the state code of the place of entry into active duty or the place ordered to active duty.
CO:	Enter the country code of the place of entry into active duty or the place ordered to active duty.
Scheduled date of separation:	Enter the scheduled date of separation in standard date format.
Comp:	Enter the soldier's component.
PEBD:	Enter the PEBD.

Press <F3> to commit work or <F6> to cancel.

9.7 ORDER FORMAT 500 (DISCHARGE ORDERS) DATA ENTRY FORM.

This form is used for discharge (includes resignation) from all status or discharge from RA, while under dual component enlistment option.

```
┌────────────────────────────────────────────────────────────┐
│              Orders Format 500 Data Entry Form               │
│SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST     Rank: LTC   UIC: WELH01│
│Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST            │
│                                                              │
│Install: SOME CITY         ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000│
│Authority: AR 635-40                                          │
│Effective date: 1997/07/21   Component: RA                    │
│Transition Assistance Management Program: _     Payment Type: _____│
│  Soldier entitled to ____ separation pay IAW 10 USC 1174     │
│  EXPIRATION:  Medical: _____  Post Exchange/Commissary: _____│
│  Expiration SSB/VSI Reserve Commitment: _____            │
│Travel is authorized in connection with the separation: _     │
│HOR: _____ ST: __ CO: __                             │
│Pl EAD or OAD: _____ ST: __ CO: __    MDC: ___ FY: _ │
│Dual USAR: _  ARNG State: __                                  │
│Disability Severence Pay: _  Disability Pay Grade: ___        │
│Percentage of disability: _30  Disability Yrs: __  Mo: __  Day: __│
│PEBD: NA_____                                              │
│                                                              │
│            F3 = SAVE to commit work; F6 = CANCEL             │
└────────────────────────────────────────────────────────────┘
```

Figure 9.7-1. Order Format 500 (Discharge Orders) Data Entry Form.

Note: Use this format when soldier is being discharged without being reassigned for Separation processing. Use Format 501 when soldier is being reassigned for Separation processing and is being discharged.

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Authority:	Enter separation authority regulation.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Component:	Enter the soldier's component.
Transition Assistance Management Program:	Enter <Y> if applicable.
Payment Type:	Enter "VSI," "SSB," or "SEP PAY."
Soldier entitled to:	Enter "FULL" if soldier is entitled to full separation pay. Enter "HALF" if soldier is entitled to one-half separation pay. Enter "NO" if soldier is not entitled to separation pay.
EXPIRATION: Medical:	Enter the expiration date of medical privileges in standard date format.
Post Exchange/Commissary privileges:	Enter the expiration date of post exchange/commissary privileges in standard date format.

Expiration SSB/VSI Reserve Commitment:	Enter the SSB/VSI reserve commitment date in standard date format.
Travel is authorized in connection with the separation:	Enter <Y> if travel is authorized in connection with the separation.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD or OAD:	Enter the city name of place of entry into active duty or place ordered to active duty.
ST:	Enter the state code of place of entry into active duty or place ordered to active duty.
CO:	Enter the country code of place of entry into active duty or place ordered to active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Dual USAR:	Enter <Y> if soldier is dual component enlistee.
ARNG State:	Enter state code of ARNG state.
Disability Severance Pay:	Enter <Y> if solider is eligible for disability severance pay.
Disability Pay Grade:	Enter disability pay grade.
Percentage of disability:	Enter the percentage of disability (0 - 100).
Disability Years:	Enter number of years.
Months:	Enter number of months.
Days:	Enter number of days.

Press <F3> to commit work or <F6> to cancel.

9.8 ORDER FORMAT 501 (REASSIGNMENT ORDERS) DATA ENTRY FORM.

Format 501 is issued to a soldier for reassignment for Separation processing and discharge (including resignation) from all status or discharge from RA while under dual component enlistment option. Use this format when soldier is being reassigned for Separation processing AND discharged. Use Format 500 when soldier is being discharged without being reassigned for Separation processing.

```
                     Orders Format 501 Data Entry Form
SSN: 999990028    Name: TWENTYEIGHTH DJMS TEST          Rank: LTC    UIC: WELH01
Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST

Install: SOME CITY          ST: AK APO/FPO:___  Gateway:__  ZIP: 00000-0000
Assigned to:

Reporting date: _____        Component: RA__       PEBD: NA_____
Date of discharge unless changed or rescinded: 1997/07/21
Transition Assistance Management Program: _    Payment Type: _____
     Soldier entitled to ____ separation pay IAW 10 USC 1174
     EXPIRATION:  Medical: _____  Post Exchange/Commissary: _____
     Expiration SSB/VSI Reserve Commitment: _____
Authority: AR 635-40          MDC: 1AO  FY: _
Is overseas travel involved: _        HOR: SOME CITY          ST: AK  CO: US
Pl EAD or OAD: SPME CITY        ST: AK CO: __   CIC: _____
Available date: _____      Dual USAR: _    ARNG State: __
Disability Severence Pay: _  Disability Pay Grade: ___
Percentage of disability: _30   Disability Yrs: __  Mo: __  Day: __
                     F3 = SAVE to commit work; F6 = CANCEL
```

Figure 9.8-1. Order Format 501 (Reassignment Orders) Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.

Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Assigned to:	Enter the transition point assigned to.
Reporting date:	Enter the reporting date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Component:	Enter the soldier's component.
Date of discharge unless changed or rescinded:	Enter the scheduled date of discharge in the standard date format.
Transition Assistance Management Program:	Enter <Y> if applicable.
Payment Type:	Enter "VSI," "SSB," or "SEP PAY."
Soldier entitled to:	Enter "FULL" if soldier is entitled to full separation pay. Enter "HALF" if soldier is entitled to one-half separation pay. Enter "NO" if soldier is not entitled to separation pay.
EXPIRATION: Medical:	Enter the expiration date of medical privileges in standard date format.
Post Exchange/Commissary privileges:	Enter the expiration date of post exchange/commissary privileges in standard date format.
Expiration SSB/VSI Reserve Commitment:	Enter the SSB/VSI reserve commitment date in standard date format.
Authority:	Enter the separation authority regulation.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Is overseas travel involved:	Enter <Y> if applicable.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD or OAD:	Enter the city name of place of entry into active duty or place ordered to active duty.
ST:	Enter the state code of Pl EAD or OAD.
CO:	Enter the country code of Pl EAD or OAD.
CIC:	Enter Customer Identification Code when appropriate for overseas travel.
Available date:	Enter availability date when appropriate for overseas travel.

Dual USAR:	Enter <Y> if soldier is dual component enlistee.
ARNG State:	Enter state code of ARNG state.
Disability Severance Pay:	Enter <Y> if solider is eligible for disability severance pay.
Disability Pay Grade:	Enter disability pay grade.
Percentage of disability:	Enter the percentage of disability (0 - 100).
Disability Years:	Enter number of years.
Months:	Enter number of months.
Days:	Enter number of days.

Press <F3> to commit work or <F6> to cancel.

9.9   ORDER FORMAT 505 DATA ENTRY FORM.

Release from custody and control of the Army on an effective date that is indicated.

```
┌─────────────────────────────────────────────────────────────┐
│              Orders Format 505 Data Entry Form                │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01 │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST            │
│                                                               │
│ Install: SOME CITY        ST: AK APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                               │
│ Effective date: 1997/07/21                                    │
│ HOR: SOME CITY        ST: AK CO: US                           │
│ Pl EAD or OAD: SPME CITY        ST: AK CO: __                 │
│ Permanent address street:                                     │
│ SOME STREET                                                   │
│ City: SOME CITY        ST: AK   ZIP Code: 00000-0000          │
│ Foreign State: _____  CO: US     APO/FPO: ___      │
│ Gateway Area Code: __      Foreign Postal Code: _____    │
│ Soldier issued a Format 430 or 432: _   MDC: ___  FY: _       │
│ Assumed Name: _____  False SSN: _____ │
│ PEBD: NA_____                                              │
│                                                               │
│            F3 = SAVE to commit work; F6 = CANCEL              │
└─────────────────────────────────────────────────────────────┘
```

Figure 9.9-1. Order Format 505 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD or OAD:	Enter the city name of place of entry into active duty or place

	ordered to active duty.
ST:	Enter the state code of place of entry into active duty or place ordered to active duty.
CO:	Enter the country code of place of entry into active duty or place ordered to active duty.
Permanent address street:	Enter the soldier's permanent street address.
City:	Enter the soldier's permanent address city name.
ST:	Enter the soldier's permanent address state code.
ZIP Code:	Enter the soldier's permanent address zip code.
Foreign State:	Enter the soldier's permanent address foreign state name.
CO:	Enter the soldier's permanent address country code.
APO/FPO:	Enter the soldier's permanent address APO/FPO indicator.
Gateway Area Code:	Enter the soldier's permanent address gateway area code.
Foreign Postal Code:	Enter the soldier's permanent address foreign postal code.
Soldier issued a Format 430 or 432:	Enter <Y> if applicable.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Assumed Name:	Enter the soldier's assumed name if applicable.
False SSN:	Enter the soldier's false SSN used if applicable.

Press <F3> to commit work or <F6> to cancel.

9.10 ORDER FORMAT 520 DATA ENTRY FORM.

Use this form to release Reserve Officers and Warrant Officers from active duty to enlist in the regular Army.


```
┌──────────────────────────────────────────────────────────────┐
│             Orders Format 520 Data Entry Form                  │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST    Rank: LTC   UIC: WELH01 │
│                                                                │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST             │
│                                                                │
│                                                                │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                                │
│ Effective date: 1997/07/21                                     │
│ Unpaid accrued leave will be carried over to new status: _     │
│                                                                │
│ PEBD: NA                                                       │
│                                                                │
│              F3 = SAVE to commit work; F6 = CANCEL             │
└──────────────────────────────────────────────────────────────┘
```

Figure 9.10-1. Order Format 520 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'

ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Unpaid accrued leave will be to new status:	Enter <Y> if leave is to be carried over, otherwise carried over <N>.

Press <F3> to commit work or <F6> to cancel.

9.11 ORDER FORMAT 522 DATA ENTRY FORM.

Use this form for release Reserve Officer from active duty and immediate reversion to regular Army Warrant Officer Status.

```
┌─────────────────────────────────────────────────────────────────┐
│               Orders Format 522 Data Entry Form                  │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01 │
│                                                                  │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST               │
│                                                                  │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                                  │
│ Effective date: 1997/07/21                                       │
│ Temporary grade of rank: ___                                     │
│ Temporary grade of rank date of rank: _____                 │
│ Permanent grade of rank: ___                                     │
│ Permanent grade of rank date of rank: _____                 │
│ Assigned to:                                                     │
│ _____                 │
│                                                                  │
│ Primary MOS: _____            PEBD: NA_____                   │
│              F3 = SAVE to commit work; F6 = CANCEL               │
└─────────────────────────────────────────────────────────────────┘
```

Figure 9.11-1. Order Format 522 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Temporary grade of rank:	Enter the temporary grade of rank abbreviation.
Temporary grade of rank date:	Enter the date of rank for the temporary grade of rank in standard date format.
Permanent grade of rank:	Enter the permanent grade of rank abbreviation.
Permanent grade of rank date:	Enter the date of rank for the permanent grade of rank in standard date format.

Assigned to: Enter the transition point assigned to.

Primary MOS: Enter the primary MOS of the officer.

Press <F3> to commit work or <F6> to cancel.

9.12 ORDER FORMAT 523 (RELEASE FROM ACTIVE DUTY ORDERS) DATA ENTRY FORM.

Use this form for release from active duty and assign to non-active duty ARNG or USAR status.

Figure 9.12-1. Order Format 523 (Release from Active Duty Orders) Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date of release from active duty:	Enter the effective date of release from active duty in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Assigned to:	If soldier is returning or transferring to USAR status, enter the USAR unit, to which soldier is being assigned or the appropriate USAR control group when there is no specific unit assignment. For active Army personnel with a remaining military service obligation, who are enlisting in ARNG unit, enter the ARNG unit of assignment. If soldier is returning to the ARNG, enter the appropriate State National Guard.
Terminal date of Reserve obligation:	Enter the terminal date of military service obligation in standard date format.
Transition Assistance Management Program:	Enter <Y> if applicable.
Payment Type:	Enter "VSI," "SSB," or "SEP PAY."
Soldier entitled to:	Enter "FULL" if soldier is entitled to full separation pay. Enter "HALF" if soldier is entitled to one-half separation pay. Enter

"NO" if soldier is not entitled to separation pay.

EXPIRATION: Medical:	Enter the expiration date of medical privileges in standard date format.
Post Exchange/Commissary privileges:	Enter the expiration date of post exchange/commissary privileges in standard date format.
Expiration SSB/VSI Reserve Commitment:	Enter the SSB/VSI reserve commitment date in standard date format.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD or OAD:	Enter the city name of place of entry into active duty or place ordered to active duty.
ST:	Enter the state code of place of entry into active duty or place ordered to active duty.
CO:	Enter the country code of place of entry into active duty or place ordered to active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Component:	Enter the soldier's component.

Press <F3> to commit work or <F6> to cancel.

9.13 ORDER FORMAT 524 DATA ENTRY FORM.

Relief from active duty - officers of AUS without component.

```
╔══════════════════════════════════════════════════════════╗
║          Orders Format 524 Data Entry Form               ║
║ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST    Rank: LTC   UIC: WELH01 ║
║                                                          ║
║ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST       ║
║ _____ ║
║                                                          ║
║ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 ║
║                                                          ║
║ Effective date: 1997/07/21                               ║
║                                                          ║
║ Transition Assistance Management Program: _    Payment Type: _____ ║
║     Soldier entitled to ____ separation pay IAW 10 USC 1174 ║
║     EXPIRATION:  Medical: _____  Post Exchange/Commissary: _____ ║
║     Expiration SSB/VSI Reserve Commitment: _____     ║
║                                                          ║
║ PEBD: NA_____                                         ║
║                                                          ║
║            F3 = SAVE to commit work; F6 = CANCEL         ║
╚══════════════════════════════════════════════════════════╝
```

Figure 9.13-1. Order Format 524 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.

APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Transition Assistance Management Program:	Enter \<Y\> if applicable.
Payment Type:	Enter "VSI," "SSB," or "SEP PAY."
Soldier entitled to:	Enter "FULL" if soldier is entitled to full separation pay. Enter "HALF" if soldier is entitled to one-half separation pay. Enter "NO" if soldier is not entitled to separation pay.
EXPIRATION: Medical:	Enter the expiration date of medical privileges in standard date format.
Post Exchange/Commissary privileges:	Enter the expiration date of post exchange/commissary privileges in standard date format.
Expiration SSB/VSI Reserve Commitment:	Enter the SSB/VSI reserve commitment date in standard date format.

Press \<F3\> to commit work or \<F6\> to cancel.

9.14   ORDER FORMAT 526 (REASSIGNMENT ORDERS) DATA ENTRY FORM.

Reassignment for Separation processing, release from active duty, and assign to non-active duty ARNG or USAR status or to USAR in AGR status.

Figure 9.14-1. Order Format 526 (Reassignment Orders) Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.

Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Assigned to for transition processing:	Enter the transition point assigned to.
Reporting date:	Enter the reporting date in standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Date of release from AD:	Enter the date of release from active duty.
Attached To:	Enter the USAR unit of attachment for AGR soldiers or "Not applicable." This field allows entry of the unit attached to.
Assigned to:	Enter unit assigned to.
Terminal date of Reserve obligation:	Enter terminal date of reserve obligation in standard date format.
Authority:	Enter the separation authority regulation.
Transition Assistance Management Program:	Enter <Y> if applicable.
Payment Type:	Enter "VSI," "SSB," or "SEP PAY."
Soldier entitled to:	Enter "FULL" if soldier is entitled to full separation pay. Enter "HALF" if soldier is entitled to one-half separation pay. Enter "NO" if soldier is not entitled to separation pay.
EXPIRATION: Medical:	Enter the expiration date of medical privileges in standard date format.
Post Exchange/Commissary privileges:	Enter the expiration date of post exchange/commissary privileges in standard date format.
Expiration SSB/VSI Reserve Commitment:	Enter the SSB/VSI reserve commitment date in standard date format.
Is overseas travel involved:	Enter <Y> if applicable.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD or OAD:	Enter the city name of place of entry into active duty or place ordered to active duty.
ST:	Enter the state code of place of entry into active duty or place ordered to active duty.
CO:	Enter the country code of place of entry into active duty or place ordered to active duty.
Component:	Enter the soldier's component.
ETS:	Enter soldier's expiration of term of service date in standard date format.
CIC:	Enter Customer Identification Code (CIC) when appropriate for overseas travel.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Available Date:	Enter the availability date in standard date format when appropriate for overseas travel.

Press <F3> to commit work or <F6> to cancel.

9.15 ORDER FORMAT 530 DATA ENTRY FORM.

Use this format for inter-service transfer of officers to the U.S. Navy, U.S. Marine Corps, U.S. Coast Guard, or U.S. Air Force.

```
┌─────────────────────────────────────────────────────────────┐
│              Orders Format 530 Data Entry Form                │
│ SSN: 999990028    Name: TWENTYEIGHTH DJMS TEST    Rank: LTC   UIC: WELH01 │
│                                                               │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST            │
│                                                               │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                               │
│ Effective date: 1997/07/21                                    │
│ Transferred to: _____              │
│                                                               │
│ Assigned to:                                                  │
│ _____              │
│ Reporting date: _____                                     │
│ Soldier issued a Format 430 or 432: _    MDC: ___   FY: _     │
│ Component: RA__                                               │
│                                                               │
│ PEBD: NA_____                                              │
│                                                               │
│              F3 = SAVE to commit work; F6 = CANCEL            │
└─────────────────────────────────────────────────────────────┘
```

Figure 9.15-1. Order Format 530 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Transferred to:	Indicate the service to which the officer is transferring.
Assigned to:	Enter the transition point assigned to.
Reporting date:	Enter the reporting date in standard date format.
Soldier issued a Format 430 or 432:	Enter <Y> if applicable.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Component:	Enter the soldier's component.

Press <F3> to commit work or <F6> to cancel.

9.16 ORDER FORMAT 562 DATA ENTRY FORM.

Release from active duty and discharge of ARNGUS Enlisted personnel for purpose of immediate reenlistment and order to additional active duty.

```
┌─────────────────────────────────────────────────────────────┐
│              Orders Format 562 Data Entry Form                │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01 │
│                                                               │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST            │
│                                                               │
│                                                               │
│ Install: SOME CITY       ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                               │
│ Effective date: 1997/07/21                                    │
│ Component: RA                                                 │
│ Army National Guard State: __                                 │
│                                                               │
│ Terminal date of Reserve obligation: 0000/00/00               │
│                                                               │
│ PEBD: NA                                                      │
│                                                               │
│            F3 = SAVE to commit work; F6 = CANCEL              │
└─────────────────────────────────────────────────────────────┘
```

Figure 9.16-1. Order Format 562 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Component:	Enter the soldier's component.
ARNG State:	Enter the Army National Guard state code.
Terminal date of Reserve obligation:	Enter the terminal date of military service obligation in standard date format.

Press <F3> to commit work or <F6> to cancel.

9.17 ORDER FORMAT 600 DATA ENTRY FORM.

Service Retirement of enlisted personnel.

```
┌─────────────────────────────────────────────────────────────┐
│              Orders Format 600 Data Entry Form                │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST     Rank: LTC   UIC: WELH01 │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST            │
│                                                               │
│ Install: SOME CITY       ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│ Effective date: 1997/07/21          PEBD: NA                  │
│ Authorized place of retirement:                               │
│ FORT GREELY AK 96508-5000 (W4UJ38)                            │
│ Requested place of retirement:                                │
│                                                               │
│ Soldier has 20 but less than 30 years of service: _  30 years of service: _ │
│ Grade of rank to which advanced on retired list: ___          │
│ Soldier issued a Format 430, 432, 434 order or is on a Active │
│ Guard/Reserve status: _                                       │
│ 18 years active Federal service on 1 Nov 81: _                │
│ HOR:_____   ST:__ CO:__    Pl EAD:_____ ST:__ CO:__ │
│ MDC:___   FY: _   Is PCN required: _  PCN: _____          │
│ On Temporary Disability Retired List with 20 years service: _ │
│ Add/Change Retirement Pay Information: _   >>___ DATA EXISTS ___<< │
│            F3 = SAVE to commit work; F6 = CANCEL              │
└─────────────────────────────────────────────────────────────┘
```

Figure 9.17-1. Order Format 600 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation 'gateway area code.'
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
Soldier has 20 but less than 30 years of service:	Enter <Y> if applicable.
30 years of service:	Enter <Y> if the soldier has 30 or more years of service.
Grade of rank to which advanced on retired list:	Enter the grade of rank abbreviation.
Guard/Reserve status:	Enter <Y> if applicable.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Is PCN required:	Enter <Y> if applicable.
PCN:	Enter the perscom control number (PCN).
On Temporary Disability Retired List with 20 years service:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.18 ORDER FORMAT 610 DATA ENTRY FORM.

Disability retirement (temporary) of regular Army personnel.

```
╔══════════════════════════════════════════════════════════════════╗
║                   Orders Format 610 Data Entry Form                ║
║ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC  UIC: WELH01 ║
║ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST                 ║
║                                                                    ║
║ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 ║
║ Effective date of retirement: 1997/07/21                           ║
║ Authorized place of retirement:                                    ║
║ FORT GREELY AK 96508-5000 (W4UJ38)                                 ║
║ Requested place of retirement:                                     ║
║                                                                    ║
║ Soldier issued a Format 430, 432, or 434: _                        ║
║ 18 years active Federal service on 1 Nov 81: _                     ║
║ HOR:_____ ST:__ CO:__                                   ║
║ Pl EAD:_____ ST:__ CO:__    MDC: ___  FY: _               ║
║ Member of an Armed Force on 24 September 1975: N                   ║
║ Add/Change Retirement Pay Information: _    >>___DATA EXISTS___ <<  ║
║ PEBD: NA_____                                                   ║
║                                                                    ║
║               F3 = SAVE to commit work; F6 = CANCEL                ║
╚══════════════════════════════════════════════════════════════════╝
```

Figure 9.18-1. Order Format 610 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date of retirement:	Enter the effective date of retirement in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
Soldier issued a Format 430, 432, or 434:	Enter <Y> if applicable.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.

MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Member of an Armed Force on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.19   ORDER FORMAT 612 DATA ENTRY FORM.

Disability retirement (permanent) of regular Army personnel.

```
╔══════════════════════════════════════════════════════════════════╗
║               Orders Format 612 Data Entry Form                    ║
║ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC  UIC: WELH01 ║
║ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST                 ║
║                                                                    ║
║ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 ║
║ Effective date of retirement: 1997/07/21     Retired list: ___     ║
║ Authorized place of retirement:                                    ║
║ FORT GREELY AK 96508-5000 (W4UJ38)                                 ║
║ Requested place of retirement:                                     ║
║                                                                    ║
║ Soldier issued a Format 430, 432, or 434: _                        ║
║ 18 years active Federal service on 1 Nov 81: _                     ║
║ HOR:_____ ST:__ CO:__                                   ║
║ Pl EAD:_____ ST:__ CO:__    MDC: ___   FY: _                  ║
║ Member of an Armed Force on 24 September 1975: N                   ║
║ Add/Change Retirement Pay Information: _    >>___ DATA EXISTS ___ << ║
║ PEBD: NA_____                                                   ║
║                                                                    ║
║               F3 = SAVE to commit work; F6 = CANCEL                ║
╚══════════════════════════════════════════════════════════════════╝
```

Figure 9.19-1. Order Format 612 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date of retirement:	Enter the effective date of retirement in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Retired list:	Enter retirement list.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
Soldier issued a Format 430, 432, or 434:	Enter <Y> if applicable.

18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Member of an Armed Force on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.20 ORDER FORMAT 620 DATA ENTRY FORM.

Release from active duty and reversion to retired status.

Figure 9.20-1. Order Format 620 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.

ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Place of release:	Enter the place of release.
Soldier issued a Format 430 or 432:	Enter <Y> if applicable.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.

Press <F3> to commit work or <F6> to cancel.

9.21 ORDER FORMAT 660 DATA ENTRY FORM.

Disability retirement (temporary) of ARNG or USAR personnel on active duty.

```
                    Orders Format 660 Data Entry Form
SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST          Rank: LTC   UIC: WELH01
Unit of assignment: WELH MACOM/LST DUTY ASGNT TEST

Install: SOME CITY         ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000
Effective date of retirement: 1997/07/21
Permanent grade of rank: ___
Authorized place of retirement:
FORT GREELY AK 96508-5000 (W4UJ38)
Requested place of retirement:

Soldier issued a Format 430, 432, or 434: _
18 years active Federal service on 1 Nov 81: _
HOR:_____ ST:__ CO:_
Pl EAD:_____ ST:__ CO:__   MDC:___   FY: _
Member of an Armed Force on 24 September 1975: N
Add/Change Retirement Pay Information: _   >>___DATA EXISTS___  <<
PEBD: NA_____
              F3 = SAVE to commit work; F6 = CANCEL
```

Figure 9.21-1. Order Format 660 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days

from today.

Permanent grade of rank:	Enter the permanent grade of rank abbreviation.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
Soldier issued a Format 430, 432, or 434:	Enter <Y> if applicable.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Member of an Armed Forces on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.22 ORDER FORMAT 662 DATA ENTRY FORM.

Disability retirement (permanent) of ARNG or USAR officers on active duty.

Figure 9.22-1. Order Format 662 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.

ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Permanent grade of rank:	Enter the permanent grade of rank abbreviation.
Retired list:	Enter the retired list.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
Soldier issued a Format 430, 432, or 434:	Enter <Y> if applicable.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Member of an Armed Forces on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.23 ORDER FORMAT 680 DATA ENTRY FORM.

Retirement, Service or Age of Regular Army Commissioned and Warrant Officers, and AUS Warrant Officers.

```
┌────────────────────────────────────────────────────────────────┐
│               Orders Format 680 Data Entry Form                  │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01 │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST               │
│                                                                  │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│ Effective date: 1997/07/21                                       │
│ Is PCN required: _    PCN: _____                        │
│ Retired list: ___                                                │
│ Authorized place of retirement:                                  │
│ FORT GREELY AK 96508-5000 (W4UJ38)                               │
│ Requested place of retirement:                                   │
│                                                                  │
│ 18 years active Federal service on 1 Nov 81: _                   │
│ HOR:SOME CITY        ST:AK CO:US                                 │
│ Pl EAD:SPME CITY         ST:AK CO:__    MDC: 1AO  FY: _          │
│ Member of an Armed Force on 24 September 1975: N                 │
│ Add/Change Retirement Pay Information: _    >>___ DATA EXISTS  << │
│ PEBD: NA                                                         │
│              F3 = SAVE to commit work; F6 = CANCEL               │
└────────────────────────────────────────────────────────────────┘
```

Figure 9.23-1. Order Format 680 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Is PCN required:	Enter <Y> if applicable.
PCN:	Enter perscom control number (PCN).
Retired list:	Enter the retired list.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.

MDC: Enter the movement designator code.

FY: Enter the movement designator code fiscal year.

Add/Change Retirement   Enter <Y> if you want to add or change the retirement
Pay Information: pay information. You will only be able to enter this area if your
                                        functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.24 ORDER FORMAT 682 DATA ENTRY FORM.

Service Retirement of USAR (active or retired reserve) Commissioned or Warrant Officers serving on active duty in arngus, USAR, regular Army, or AUS warrant officer status.

```
                    Orders Format 682 Data Entry Form
SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST        Rank: LTC   UIC: WELH01
Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST

Install: SOME CITY          ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000
Effective date: 1997/07/21                  Retired list: ___
Authorized place of retirement:
FORT GREELY AK 96508-5000 (W4UJ38)
Requested place of retirement:

RA WO appt vacated: _         18 years active Federal service on 1 Nov 81: _
HOR:SOME CITY_____ ST:AK CO:US
Pl EAD:SPME CITY_____     ST:AK CO:__    Gross HHG wt alw auth: 05____
Is PCN required: _   PCN: _____    AGR Status: _   MDC: ___  FY: _
Accounting Classification:

Member of an Armed Force on 24 September 1975: _
Add/Change Retirement Pay Information: _   >>___ DATA EXISTS   <<
PEBD: NA_____
                    F3 = SAVE to commit work; F6 = CANCEL
```

Figure 9.24-1. Order Format 682 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Retired list:	Enter the retired list.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
RA WO apt vacated:	Enter <Y> if a regular Army warrant officer appointment is being vacated. Enter <N> for all others.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.

HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.
Gross HHG wt allowance authority:	Enter the gross household goods authorized weight allowance as either the number of pounds or the soldier's pay grade or press <F2> for allowable pay grade values.
Is PCN required:	Enter <Y> if applicable.
PCN:	Enter perscom control number (PCN).
AGR Status:	Enter a <Y> if soldier is in active guard/reserve status.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Accounting Classification:	Enter the accounting classification.
Member of an Armed Forces on 24 September 1975:	Enter <Y> for yes or <N> for no.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.
PEBD:	Enter the PEBD.

Press <F3> to commit work or <F6> to cancel.

9.25   ORDER FORMAT 684 DATA ENTRY FORM.

Service retirement of USAR (active or retired reserve) officers serving on active duty as enlisted personnel.

Figure 9.25-1. Order Format 684 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.

Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Retired list:	Enter the retired list.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Gross HHG wt allowance authority:	Enter the gross household goods authorized weight allowance (number of pounds).
Is PCN required:	Enter <Y> if applicable.
PCN:	Enter perscom control number (PCN).
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.26 ORDER FORMAT 686 DATA ENTRY FORM.

Retirement of ARNGUS and USAR personnel for qualifying active duty or reserve service.

```
                       Orders Format 686 Data Entry Form
 SSN: 999990028    Name: TWENTYEIGHTH DJMS TEST         Rank: LTC    UIC: WELH01
 Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST

 Install: SOME CITY          ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000
 Assigned to: _____

 Authorized place of retirement:
 FORT GREELY AK 96508-5000 (W4UJ38)
 Requested place of retirement:

 Is travel involved: _   18 years active Federal service on 1 Nov 81: _
 HOR: _____    ST: __  CO: __
 Pl EAD: _____    ST: __  CO: __        MDC: ___  FY: _
 Gross HHG wt alw auth: _____
 Member of an Armed Force on 24 September 1975: _
 Add/Change Retirement Pay Information: _    >>___ DATA EXISTS   <<
 PEBD: NA_____
                  F3 = SAVE to commit work; F6 = CANCEL
```

Figure 9.26-1. Order Format 686 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Assigned to:	Enter the transition point assigned to.
Authorized place of retirement:	Enter the authorized place of retirement.
Requested place of retirement:	Enter the requested place of retirement.
Is travel involved:	Enter <Y> if applicable.
18 years active Federal service on 1 Nov 81:	Enter <Y> if soldier had 18 years or more of active Federal service on 1 November 1981. Enter <N> for all other soldiers.
HOR:	Enter the city name of soldier's home of record.
ST:	Enter the state code of soldier's home of record.
CO:	Enter the country code of soldier's home of record.
Pl EAD:	Enter the city name of place of entry into active duty.
ST:	Enter the state code of place of entry into active duty.
CO:	Enter the country code of place of entry into active duty.
MDC:	Enter the movement designator code.
FY:	Enter the movement designator code fiscal year.
Gross HHG wt allowance autho:	Enter the gross household goods authorized weight allowance (number of pounds).
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.27 ORDER FORMAT 687 DATA ENTRY FORM.

Disability retirement (permanent) of ARNGUS or USAR personnel not on active duty.

```
┌──────────────────────────────────────────────────────────────┐
│              Orders Format 687 Data Entry Form                 │
│ SSN: 999990028    Name: TWENTYEIGHTH DJMS TEST     Rank: LTC   UIC: WELH01 │
│                                                                │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST             │
│                                                                │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                                │
│ Authorized place of retirement:                                │
│ FORT GREELY AK 96508-5000 (W4UJ38)                             │
│                                                                │
│ Retired list: ___                                              │
│ Member of an Armed Force on 24 September 1975: N               │
│                                                                │
│ Add/Change Retirement Pay Information: _    >>___ DATA EXISTS ___ << │
│                                                                │
│ PEBD: NA                                                       │
│                                                                │
│              F3 = SAVE to commit work; F6 = CANCEL             │
└──────────────────────────────────────────────────────────────┘
```

Figure 9.27-1. Order Format 687 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Auth. place of retirement:	Enter the authorized place of retirement.
Retired list:	Enter the retired list.
Member of an Armed Forces on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.28 ORDER FORMAT 688 DATA ENTRY FORM.

Disability retirement (temporary) of ARNG or USAR personnel not on active duty.

```
┌──────────────────────────────────────────────────────────────┐
│              Orders Format 688 Data Entry Form                 │
│ SSN: 999990028    Name: TWENTYEIGHTH DJMS TEST     Rank: LTC   UIC: WELH01 │
│                                                                │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST             │
│                                                                │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                                │
│ Authorized place of retirement:                                │
│ FORT GREELY AK 96508-5000 (W4UJ38)                             │
│                                                                │
│ Member of an Armed Force on 24 September 1975: N               │
│                                                                │
│ Add/Change Retirement Pay Information: _    >>___ DATA EXISTS ___ << │
│                                                                │
│ PEBD: NA                                                       │
│                                                                │
│              F3 = SAVE to commit work; F6 = CANCEL             │
└──────────────────────────────────────────────────────────────┘
```

Figure 9.28-1. Order Format 688 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Authorized place of retirement:	Enter the authorized place of retirement.
Member of an Armed Forces on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.29 ORDER FORMAT 690 DATA ENTRY FORM.

Removal from TDRL and discharge.

Figure 9.29-1. Order Format 690 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.

Severance Pay: Enter <Y> if soldier entitled to disability severance pay. Otherwise enter <N>.

Percentage of disability: Enter the percentage of disability (0 to 100).

Press <F3> to commit work or <F6> to cancel.

9.30 ORDER FORMAT 692 DATA ENTRY FORM.

Removal from TDRL and permanent retirement of personnel.

```
┌─────────────────────────────────────────────────────────────┐
│               Orders Format 692 Data Entry Form              │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01 │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST           │
│                                                              │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│                                                              │
│ Date placed on Temporary Disability Retired List: _____ │
│ Date removed from Temporary Disability Retired List: _____ │
│                                                              │
│ Authorized place of retirement:                              │
│ FORT GREELY AK 96508-5000 (W4UJ38)                           │
│                                                              │
│ Member of an Armed Force on 24 September 1975: N             │
│                                                              │
│ Add/Change Retirement Pay Information: _    >>___DATA EXISTS___ << │
│                                                              │
│ PEBD: NA_____                                              │
│                                                              │
│              F3 = SAVE to commit work; F6 = CANCEL           │
└─────────────────────────────────────────────────────────────┘
```

Figure 9.30-1. Order Format 692 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Date placed on Temporary Disability Retired List:	Enter the date placed on temporary disability retired list in standard date format.
Date removed from Temporary Disability Retired List:	Enter the date removed from temporary disability retired list in standard date format.
Authorized place of retirement:	Enter the authorized place of retirement.
Member of an Armed Forces on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.31 ORDER FORMAT 694 DATA ENTRY FORM.

Removal from TDRL because of failure to report for physical examination.

```
┌─────────────────────────────────────────────────────────────────┐
│               Orders Format 694 Data Entry Form                   │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01 │
│                                                                   │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST                │
│                                                                   │
│ Install: SOME CITY         ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│ Date removed from Temporary Disability Retired List: _____    │
│ Member of an Armed Force on 24 September 1975: N                   │
│ Add/Change Retirement Pay Information: _   >>___DATA EXISTS___ <<  │
│ PEBD: NA_____                                                  │
│                F3 = SAVE to commit work; F6 = CANCEL              │
└─────────────────────────────────────────────────────────────────┘
```

Figure 9.31-1. Order Format 694 Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Date removed from Temporary Disability Retired List:	Enter the date removed from temporary disability retired list in standard date format.
Member of an Armed Forces on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.32 ORDER FORMAT 696 DATA ENTRY FORM.

Removal from TDRL of physically fit personnel.

```
┌─────────────────────────────────────────────────────────────────┐
│               Orders Format 696 Data Entry Form                   │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01 │
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST                │
│                                                                   │
│ Install: SOME CITY         ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000 │
│ Effective date: 1997/07/21                                        │
│ Member of an Armed Force on 24 September 1975: N                  │
│ Add/Change Retirement Pay Information: _   >>___DATA EXISTS___ << │
│ PEBD: NA_____                                                  │
│                F3 = SAVE to commit work; F6 = CANCEL             │
└─────────────────────────────────────────────────────────────────┘
```

Figure 9.32-1. Order Format 696 Data Entry Form

Field	Description

SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
Effective date:	Enter the effective date in the standard date format or type "today" to get today's date or type "t+7" to get the date 7 days from today.
Member of an Armed Forces on 24 September 1975:	Enter <Y> if applicable.
Add/Change Retirement Pay Information:	Enter <Y> if you want to add or change the retirement pay information. You will only be able to enter this area if your functional administrator has given you the access.

Press <F3> to commit work or <F6> to cancel.

9.33 ORDER FORMAT 700 (AMENDMENT TO ORDERS) DATA ENTRY FORM.

Amendment of orders.


```
                 Orders Format 700 Data Entry (Pg 1 of 2)
 SSN: 999990028    Name: TWENTYEIGHTH DJMS TEST      Rank: LTC    UIC: WELH01

 Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST

 Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000

 PCN: _____
 Action: _____
 So much of:
 Order number: ___-____
 Order date: _____
 Headquarters: _____

                 F3 = SAVE to commit work; F6 = CANCEL
```

Figure 9.33-1. Order Format 700 (Amendment to Orders) Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.

ZIP: Enter the installation zip code.

PCN: Enter the perscom control number or press <F2> for choices.

Action: Enter the action or press <F2> for choices.

Order number: Enter the original order number that is being amended.

Order date: Enter the date of the original order in standard date format.

Headquarters: Enter the issuing headquarters.

Press <F3> to go to Page 2 of Orders Format 700 Data Entry. The following form will appear.

Field   Description
SSN: The soldier's SSN appears and protected.

Name: The soldier's name appears and protected.

Rank: The soldier's rank appears and protected.

UIC: Enter the Unit Identification Code.

As reads: Enter the portion(s) of the order requiring amendment as it originally appeared or "Not applicable" (when amending to add).

How changed: Indicate whether the order is amended to add, amended to delete, or amended to read, and specify the change desired.

Authority: Enter appropriate authority for the amendatory action or "Not applicable."

Press <F3> to commit work or <F6> to cancel.

9.34 ORDER FORMAT 705 (REVOCATION ORDERS) DATA ENTRY FORM.

Revocation or rescission of orders.

```
┌──────────────────────────────────────────────────────────────────┐
│                   Orders Format 705 Data Entry Form                │
│ SSN: 999990028   Name: TWENTYEIGHTH DJMS TEST      Rank: LTC   UIC: WELH01│
│ Unit of assignment: WELH MACOM/LST DUTY ASGMT TEST                 │
│                                                                    │
│ Install: SOME CITY        ST: AK  APO/FPO:___  Gateway:__  ZIP: 00000-0000│
│                                                                    │
│ PCN: _____                                               │
│ Action: _____                                                    │
│ So much of:                                                        │
│ Order number: ___-____                                             │
│ Order date: _____                                             │
│ Headquarters: _____│
│                                                                    │
│ Pertaining to: _____                                     │
│                                                                    │
│ Authority:   _____       │
│                                                                    │
│             F3 = SAVE to commit work; F6 = CANCEL                  │
└──────────────────────────────────────────────────────────────────┘
```

Figure 9.34-1. Order Format 705 (Revocation Orders) Data Entry Form

Field	Description
SSN:	The soldier's SSN appears and protected.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
UIC:	Enter the Unit Identification Code.
Install:	Enter the installation name.
ST:	Enter the installation state code.
APO/FPO:	Enter the installation APO/FPO indicator.
Gateway:	Enter the installation gateway area code.
ZIP:	Enter the installation zip code.
PCN:	Enter the perscom control number or press <F2> for choices.
Action:	Enter the action or press <F2> for choices.
Order number:	Enter the original order number that is being amended.
Order date:	Enter the date of the original order in standard date format.
Headquarters:	Enter the issuing headquarters.
Pertaining to:	Enter the action required by the original order.
Authority:	Enter appropriate authority for the action or "Not applicable."

Press <F3> to commit work or <F6> to cancel.